2026 PROSPECTUS

MBA · Honours Degree · Degrees · Diplomas · Postgraduate Diplomas · Advanced Diplomas · Higher Certificates · Short Courses

BCC BOSTON City Campus
Education. For Life.

boston.ac.za

Serious about Education.
Serious about You.

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?

Association of African Universities (AAU)

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 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 accredited for specific programmes with the Accreditation Council for Business Schools & Programs (ACBSP), United States of America.

About the institution

Boston City Campus (Pty) Ltd Reg. No.1996/013220/07 is registered with the Department of Higher Education and Training as a Private Higher Education Institution (PHEI) under the Higher Education Act, 1997 (Act No. 101 of 1997). Registration Certificate No. 2003/HE07/002.

Boston's Mission is to provide quality and relevant education and training to all learners.

Disclaimer: This Prospectus, to be read in conjunction with the Generic Student Rulebook, Postgraduate Guidebook, 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, even more so post the Covid-19 global pandemic. In an unpredictable world, education that is durable 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)

Choose Boston TO INVEST IN YOURSELF. Let our student experiences tell you why!

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

This is what our students said in 2025

96% Overall Service Satisfaction Index.

93% Confirmed that Boston City Campus has a customer-centred approach.

95% Were Satisfied/Extremely Satisfied with the extent to which Boston City Campus had met their expectations.

94% Of our students value our online Learning Management System, where they can log in and access their studies with ease, find the information they need for their modules, and use the online library resources available to support their learning journey.

97% Were Satisfied/Extremely Satisfied with the online application and registration processes.

94% Found the staff at Support Centres considerate and helpful.

94% Confirmed that Educators are available to students during office hours, whether by phone, e- mail or the LMS.

Our quality story continued to be told in 2023 and 2024

94% Overall Service Satisfaction Index.

93% Confirmed that Boston City Campus has a customer-centred approach.

93% Were Satisfied/Extremely Satisfied with the extent to which Boston City Campus had met their expectations.

92% Of our students value our online Learning Management System, where they can log in and access their studies with ease, find the information they need for their modules, and use the online library resources available to support their learning journey.

95% Were Satisfied/Extremely Satisfied with the online application and registration processes.

93% Found the staff at Support Centres considerate and helpful.

93% Confirmed that Educators are available to students during office hours, whether by phone, e- mail or the LMS.

In 2019, 2020, 2021, and 2022 our quality story was told!

94% Overall Service Satisfaction Index.

92% Confirmed that Boston City Campus has a customer-centred approach.

92% Were Satisfied/Extremely Satisfied with the extent to which Boston City Campus had met their expectations.

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93% Confirmed that Educators are available to students during office hours, whether by phone, e- mail or the LMS.

Learning pathways

Boston City Campus 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 with 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 offers access to a diverse range of accredited higher education qualifications, as well as short learning programmes, international professional certifications, and digital learning badges. These are crucial to achieving the objectives of lifelong learning, alleviating and responding to inequalities, and fostering aspirations for a better life. Boston's offerings serve the key purposes essential to promoting skills and human resource development, including:

- acquiring new knowledge and competencies
- 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 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 HEQSF.

> *"Education is the key to unlocking the world, a passport to freedom."*
>
> - Oprah Winfrey

To support your study selection, typical learning pathways are described within five categories of admission set out below:

CATEGORY A1: A NSC with endorsement or equivalent qualification

Applicants with a National Senior Certificate (NSC) (NQF L4), National Certificate (Vocational) (NC(V)) (NQF L4), or Senior Certificate (SC) with endorsement for Higher Certificate, Diploma, or Bachelor's Degree study:

- Meets statutory minimum admission requirements for the endorsed qualification type.

Get Started Today: Learning Options

Direct admission to:

- Higher Certificate (if endorsed for Higher Certificate study)
- Diploma (if endorsed for Diploma study)
- Bachelor's Degree (if endorsed for Bachelor's Degree study)

Progression: Further Study Opportunities

- After completing a Boston Higher Certificate or Boston Diploma programme, applicants may be considered for admission to a Boston Bachelor's Degree programme, subject to specific admission criteria where applicable. Additionally, admission to a Bachelor's Degree programme is not available unless the statutory minimum requirements are met, and a USAf Exemption Certificate must be obtained for Bachelor's Degree study.
  - USAf may issue an Exemption on more favourable terms for applicants who have completed a Higher Certificate or Diploma, together with the Boston Gateway for Access (Gateway) Short Learning Programme (SLP).
- After completing a Boston Higher Certificate programme, admission to a Boston Diploma programme may also be considered, subject to the applicable admission criteria.
- After completing a Boston Diploma programme, applicants may be considered for admission to a Boston Advanced Diploma or Postgraduate Certificate programme, subject to admission criteria where applicable.
- After completing a Boston Advanced Diploma or Postgraduate Certificate programme, applicants may be considered for admission to a Boston Postgraduate Diploma or Honours Degree programme, subject to admission criteria where applicable.
- After completing a Boston Bachelor's Degree, applicants may be considered for admission to a Boston Advanced Diploma, Postgraduate Certificate, Postgraduate Diploma, or Honours Degree, subject to admission criteria where applicable.
- After completing a Boston Postgraduate Diploma or Honours Degree, applicants may be considered for admission to a Boston Master's programme, subject to admission criteria where applicable.
- No automatic admission.

CATEGORY A2: Age 18+ with an NSC with no endorsement or equivalent qualification

Applicants aged 18 and older with a National Senior Certificate (NSC) (NQF L4), National Certificate (Vocational) (NC(V)) (NQF L4), or Senior Certificate (SC) with no endorsement, or a National Certificate (NC) (NQF L4) only:

- Applicants do not meet the statutory minimum requirements for direct HE admission.

Get Started Today: Learning Options

- For eligibility for Higher Education admission, select the Boston Gateway for Access (Gateway) Short Learning Programme (SLP) to build essential skills in literacy, applied numeracy, and foundational cognitive development.
- Alternatively, for foundational skills acquisition and personal or professional development, select a Boston Short Learning Programme or Institute Learning Programme as effective alternatives to traditional Higher Education.

Progression: Further Study Opportunities

- After completing the Gateway SLP, applicants may be considered for admission to a Boston Higher Certificate, subject to programme-specific admission criteria and statutory minimum requirements.
- After completing the Boston Higher Certificate programme, subject to programme-specific admission criteria and statutory minimum requirements, applicants may be considered for admission to a Boston Diploma or Bachelor's Degree programme. Where the applicant intends to pursue admission to a Bachelor's Degree, the appropriate USAf Exemption Certificate must be obtained.
- No automatic admission.

Learning pathways

CATEGORY A3: Age 18+ with an attempted NSC or equivalent qualification

Applicants aged 18 and older, or who will be turning 18 in the year of first registration, with an attempted National Senior Certificate (NSC) (NQF L4), National Certificate (Vocational) (NC(V)) (NQF L4), Senior Certificate (SC), or National Certificate (NC) (NQF L4) only:

- Applicants do not meet the statutory minimum requirements for direct HE admission.

Get Started Today: Learning Options

- No direct entry to Higher Education. Possible future entry to Higher Education only once an NQF L4 school-leaving with appropriate admission status or equivalent qualification is obtained, and applicants meet the statutory minimum requirements.
- For foundational skills acquisition and personal or professional development, select a Boston Short Learning Programme or Institute Learning Programme as effective alternatives to traditional Higher Education.
- For eligibility for Higher Education admission, select a designated Boston Short Learning Programme, followed by the Boston Gateway for Access (Gateway) Short Learning Programme (SLP) to build essential skills in literacy, applied numeracy, and foundational cognitive development.

Progression: Further Study Opportunities

- After completing a designated Boston Short Learning Programme and thereafter the Boston Gateway SLP, applicants may be considered for Recognition of Prior Learning (RPL) assessment for admission to a Boston Higher Certificate only, provided they successfully demonstrate NQF Level 4 equivalence.
- After completing the Boston Higher Certificate programme, subject to programme-specific admission criteria and statutory minimum requirements, applicants may be considered for admission to a Boston Diploma or Bachelor's Degree programme. Where the applicant intends to pursue admission to a Bachelor's Degree, the appropriate USAf Exemption Certificate must be obtained.
- No automatic admission.

CATEGORY A4: Age 45+

Applicants aged 45 or older, or those who will be turning 45 in the year of their first registration, are eligible to apply for the USAf Exemption Certificate for any undergraduate programme, including Bachelor's Degree studies. Applicants must provide acceptable proof of age and demonstrate proficiency in English as the language of teaching and learning.

Get Started Today: Learning Options

- Recognition of Prior Learning (RPL) may be applied to determine the most suitable qualification and to ensure alignment between an applicant's prior learning, experience, and programme requirements.
- Alternatively, for foundational skills acquisition and personal or professional development, select a Boston Short Learning Programme or Institute Learning Programme as effective alternatives to traditional Higher Education.

Progression: Further Study Opportunities

- For Bachelor's Degree admission, a USAf Exemption Certificate is required for mature-age applicants (45+).
- Admission is not automatic; statutory minimum requirements and programme-specific admission criteria must still be met.

CATEGORY A5: Age 18+ with no NSC or equivalent qualification

Applicants aged 18 or older with no National Senior Certificate (NSC) (NQF L4), or National Certificate (Vocational) (NC(V)) (NQF L4), Senior Certificate (SC), or National Certificate (NC) (NQF L4) or equivalent National Certificate (Occupational) (NC) (NQF L2 or L3) only:

- No exemption available; applicants do not meet the statutory minimum requirements for Higher Education admission.

Get Started Today: Learning Options

- For foundational skills acquisition and personal or professional development, select a Boston Short Learning Programme or Institute Learning Programme as effective alternatives to traditional Higher Education.

Progression: Further Study Opportunities

- No direct entry to Higher Education. Possible future entry to Higher Education only once an NQF L4 school-leaving with appropriate admission status or equivalent qualification is obtained, and applicants meet the statutory minimum requirements.
- Consider the General Education Diploma (GED), the National Senior Certificate for Adults (NASCA), or a National Certificate (Occupational) (NQF Level 4) through an accredited provider.

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"Education is the most powerful weapon which you can use to change the world."

- Nelson Mandela

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> *"Knowledge is power."*
> – Francis Bacon

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1. Accounting & Financial Services

Boston's Bachelor of Accounting is SAICA-endorsed—the primary pathway to becoming a Chartered Accountant CA(SA). Continue with our Postgraduate Diploma to prepare for the Initial Assessment of Competence and embed the CA of the Future competency framework. Financial Planning qualifications are FSCA-recognised, meeting FAIS Fit and Proper requirements for professional advisory practice.

From entry-level bookkeeping to meeting the requirements for CA(SA) registration, build careers as a chartered accountant, financial planner, auditor, tax practitioner, or management accountant. Develop expertise in financial reporting, auditing, taxation, and investment planning. Master technical skills in VAT calculations, Pastel accounting software, compliance standards, and business performance analysis. Whether you're starting with our Higher Certificate in Accounting Practice or pursuing a professional CA(SA) approved qualification, Boston provides the credentials, technical competencies, and ethical judgment framework that employers and professional bodies require.

With 91% of our graduates expressing satisfaction with the curriculum in Accounting and Financial Services, Boston's industry-aligned programmes prepare you for professional success. Explore our Higher Education Programmes and Short Learning Programmes to find your pathway.

Postgraduate Diploma in Accounting

PGDip (Accounting)

BECOME A CA(SA) SAICA-Endorsed

SAQA ID 122741, NQF Level 8, minimum 120 credits

ENDORSED CA(SA) ACADEMIC PROVIDER

ACBSP

ACCESSIBLE ANYTIME ANYWHERE! Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The SAICA-endorsed Postgraduate Diploma in Accounting prepares students for the SAICA Initial Assessment of Competence (IAC) examination and professional practice by embedding the "CA of the Future" competency framework and deepening expertise in financial reporting, auditing, taxation, and management decision-making. It develops the ability to analyse complex business problems, apply ethical judgment, and integrate diverse accounting principles, while strengthening critical thinking, communication, and problem-solving skills essential for advancing towards a Chartered Accountant South Africa (CA(SA)) career.

- **DURATION**
  Based on the credits and notional hours, the minimum duration is one year, and the maximum duration is two years of study.

PROGRAMME CATEGORY
BOSTON POSTGRADUATE PROGRAMME

- **ENTRY REQUIREMENT**
  SAICA-endorsed Bachelor's Degree (e.g., Boston BAcc) with a minimum 60% average across all third-year modules. The third year must be completed within one academic year (allowing two years to enrol for the PGDA) OR two consecutive academic years (allowing one year to enrol for the PGDA).

  Candidates who do not meet the time limit for progression must register for all third-year Boston BAcc modules for non-degree purposes to meet the completion duration requirement.

  Candidates who do not meet the 60% average requirement must register for relevant Boston BAcc third-year modules (those with an average below 60%) for non-degree purposes to achieve the required 60% average before admission. Alternatively, a SAICA-endorsed Advanced Diploma (NQF Level 7, 120 credits) with a 60% average, with the same additional requirements for a Bachelor's Degree, as stated above, will enable entry. See the Fact Sheet for detailed entry requirements.

Boston graduates who meet the eligibility criteria will be eligible to join the Golden Key National Honour Society

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Boston Master of Business Administration (MBA)

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

TWELVE MONTH STUDY PROGRAMME

YEAR ONE MODULES

- Advanced Financial Accounting, including IFRS and Group Statements (HFAC440-1)
- Advanced Management Accounting and Finance (HMAC440-1)
- Advanced Auditing and Governance (HAUD440-1)
- Advanced Taxation (HTAX441-1)
- Capstone (HCAP440-1)

TWENTY-FOUR MONTH STUDY PROGRAMME

YEAR ONE MODULES

- Advanced Management Accounting and Finance (HMAC440-1)
- Advanced Auditing and Governance (HAUD440-1)

YEAR TWO MODULES

- Advanced Financial Accounting, including IFRS and Group Statements (HFAC440-1)
- Advanced Taxation (HTAX441-1)
- Capstone (HCAP440-1)

All modules are compulsory and must be passed.

Bachelor of Accounting

BAcc

SAQA ID 103057, NQF Level 7, minimum 400 credits

ACCESSIBLE ANYTIME ANYWHERE! Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The SAICA-endorsed Bachelor of Accounting prepares students for the Chartered Accountant South Africa (CA(SA)) career track by building advanced knowledge in financial accounting, auditing, taxation, and management accounting. Alongside practical computer skills, the programme fosters ethical decision-making, problem-solving, and lifelong learning, equipping graduates for professional roles in business, finance, and public practice.

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

- **ENTRY REQUIREMENT**
  National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English, Mathematics, and Accounting passed and endorsed for Bachelor's study; or a pre-2009 Senior Certificate with English, Mathematics, and Accounting. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

Boston graduates who meet the eligibility criteria will be eligible to join the Golden Key National Honour Society

- **FURTHER STUDY OPPORTUNITIES**
  Consider the SAICA-endorsed Boston Postgraduate Diploma in Accounting

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

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT130-1)
- Academic Literacy (HALT130-1)
- Business Management 1 (HBMN130-1)
- Financial Accounting Principles, Concepts and Procedures (HFAC131-1)

Semester B
- Computer Literacy Advanced (HCLT131-1)
- Commercial Law (HLWC130-1)
- Economics 1 (HECO130-1)
- Legal Aspects of Accounting (HLAA130-1)
- Financial Accounting Reporting (HFAC132-1)

YEAR TWO MODULES

Semester A
- Business Management 2 (HBMN233-1)
- Computer Literacy: Digital Transformation (HCLT06-1)
- Auditing Theory and Practice (HAUD230-1)
- 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) (HFAC232-1)
- Principles of Strategy, Risk and Financial Management Techniques (HFMN230-1)
- Computer Literacy: Computational Thinking & Programming (HCLT107-1)
- Work Integrated Learning (HWBAC230-1)
- Integrated Examination 1 (HBACC230-1)

YEAR THREE MODULES

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

Semester B
- Procedures in Finalising an Audit (HAUD332-1)
- Group Financial Reporting (HFAC333-1)
- Specific Financial Reporting (IFRS) (HFAC334-1)
- Applications of Financial Management Techniques (HFMN331-1)
- Taxation: Specific and Distinctive (HTAX332-1)
- Integrated Examination 2 (HBACC330-1)

All modules are compulsory and must be passed.

Diploma in Financial Accounting

Dip (Financial Accounting)

SAQA ID 93597, NQF Level 6, minimum 374 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Diploma in Financial Accounting develops strong practical and theoretical accounting skills, supported by computer literacy and business knowledge. Students learn to apply financial principles, use accounting software, and understand taxation and business law. The qualification prepares graduates to contribute to organisations, address socio-economic realities, and work effectively in local and global financial environments.

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

- **ENTRY REQUIREMENT**
  National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Diploma study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Boston Bachelor's Degree or Advanced Diploma.

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

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT101-1)
- Academic Literacy (HALP100-1)
- Accounting Principles (HACP130-1)
- Commercial Law 1 (HLWC1181)
- Business Mathematics (HBMT1181)

Semester B
- Computer Literacy Advanced (HCLT108-1)
- Financial Accounting Principles, Concepts and Procedures (HFAC131-1)
- 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 2 (HLWC200-1)
- Taxation 1 (HTAX201-1)

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

YEAR THREE MODULES

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

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

All modules are compulsory and must be passed.

Diploma in Financial Planning

Dip (Financial Planning)

SAQA ID 123448, NQF Level 6, minimum 377 credits

2026 RECOGNISED EDUCATION PROVIDER

ACCESSIBLE ANYTIME ANYWHERE! Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The FPI-recognised Diploma in Financial Planning prepares students to guide individuals and businesses in making informed financial decisions. It combines knowledge of taxation, legislation, compliance, and ethics with practical skills in analysing client needs, developing tailored solutions, and understanding digital trends. Graduates are equipped for advisory roles, administration within retirement and insurance funds, and running their own professional practice.

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

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

- **ENTRY REQUIREMENT**
  National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Diploma study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet

- **FINANCIAL SECTOR CONDUCT AUTHORITY (FSCA)**
  This qualification is recognised by the FSCA for Categories I and IV for occupational/professional purposes. It is designed for individuals who require a qualification to meet the competency requirements for FAIS Fit-and-Proper, as well as for new entrants to the industry.

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Boston Bachelor's Degree or Advanced Diploma

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

YEAR ONE MODULES

Semester A
- Academic Literacy (HALP100-1)
- Computer Literacy (HCLT101-1)
- Introduction to the Financial Services Environment (HIFSE1181)
- Economics for Financial Advisors (HEFA1181)

Semester B
- Computer Literacy Advanced (HCLT108-1)
- English Foundations (HENG100-1)
- Fundamentals of Accounting (HFOA100-1)
- Introduction to Law for Financial Advisors (HILFA1181)
- Wills and Administration of Deceased Estates (HWADE1181)

YEAR TWO MODULES

Semester A
- Health Care Planning (HHP1181)
- Retirement Planning (HRP1181)
- Principles of Insurance (HPI1181)
- Retirement Fund Management and Administration (HRFMA200-1)
- Ethics and Professional Standards for Financial Advisors (HEPSFA1181)

Semester B
- Investments and Investment Risks (HIIR1181)
- Principles of Business Financial Planning (HPBFP200-1)
- Marketing for Financial Advisors (HMFA200-1)
- Introduction to Taxation for Financial Advisors (HITFA1181)

YEAR THREE MODULES

Semester A
- Short-Term Insurance: Personal Lines (HSTI300-1)
- Short-Term Insurance: Commercial Lines (HSTI301-1)
- Financial Management for Financial Advisors (HFMN303-1)
- Trust Law for Financial Advisors (HTLFA300-1)
- Business Management (HBMN303-1)

Semester B
- Employee Benefits (HEB300-1)
- Digital Transformation in Financial Services (HDTFS300-1)
- Management and Leadership (HML300-1)
- Integrated Case Study (HICS300-1)

All modules are compulsory and must be passed.

Higher Certificate
Accounting Practice

SAQA ID 102038, NQF Level 5, minimum 122 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

PURPOSE
The Higher Certificate in Accounting Practice provides students with practical bookkeeping, taxation, and computer application skills, including competence in accounting software. Graduates will be able to maintain accurate financial records, apply basic auditing controls, and understand business operations, preparing them for entry-level roles in finance, accounting, and office administration across diverse organisational settings.

MODULES

Semester A
- Computer Literacy (HCLT1181)
- Academic Literacy (HALP1181)
- Bookkeeping to Trial Balance (HBTB1181)
- Business Management 1 (HBMN1181)

Semester B
- Computerised Accounting (Pastel) (HCLT103-1)
- Introduction to Taxation (HIT1181)
- Introduction to Auditing and Internal Control (HIAI1181)
- Introduction to Cost and Management Accounting (HICMA1181)
- Work Integrated Learning (HWCHAP1181)

All modules are compulsory and must be passed.

Higher Certificate
Financial Planning

2026 RECOGNISED EDUCATION PROVIDER

SAQA ID 120380, NQF Level 5, minimum 130 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

PURPOSE
The FPI-recognised Higher Certificate in Financial Planning introduces students to the financial services environment, combining practical computer skills with an understanding of economics, legislation, and ethical standards. Graduates will learn to assess client needs, prepare professional proposals, and recommend suitable financial solutions–equipping them for entry-level roles in financial advice and planning within a changing digital landscape.

FINANCIAL SECTOR CONDUCT AUTHORITY (FSCA)
This qualification is recognised by the FSCA for Categories I (excluding 1.27 Crypto Assets) and IV for occupational/professional purposes. It is designed for individuals who require a qualification to meet the competency requirements for FAIS Fit-and-Proper, as well as for new entrants to the industry.

MODULES

Semester A
- Computer Literacy (HCLT1181)
- Academic Literacy (HALP1181)
- Introduction to the Financial Services Environment (HIFSE1181)
- Introduction to Law for Financial Advisors (HILFA1181)

Semester B
- Economics for Financial Advisors (HEFA1181)
- Principles of Insurance (HPI1181)
- Ethics and Professional Standards for Financial Advisors (HEPSFA118)

Choose two of the following electives:
- Retirement Planning (HRP1181)
- Wills and Administration of Deceased Estates (HWADE1181)
- Healthcare Planning (HHP1181)
- Investments and Investment Risks (HIIR1181)
- Introduction to Taxation for Financial Advisors (HITFA1181)

Seven compulsory modules and two elective modules must be passed

Please request the Fact Sheet for additional, detailed programme information.
Both programmes are offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision

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

ENTRY REQUIREMENT
National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Higher Certificate study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

FURTHER STUDY OPPORTUNITIES
Consider a Boston Diploma or Bachelor's Degree.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

Bookkeeper

PURPOSE
The Bookkeeper Short Learning Programme develops practical skills in financial recordkeeping, transaction processing, and account preparation. Students gain the ability to manage ledgers, calculate and report tax obligations, and interpret financial information using modern computer applications. Graduates are prepared for entry-level roles supporting business operations through accurate bookkeeping, financial reporting, and compliance with essential financial practices.

MODULES
- Word Processing*
- Spreadsheets*
- Spreadsheets Advanced*
- General Office Practice*
- Computerised Accounting (Pastel)*
- Introduction to Business Accounting*
- Practical Bookkeeping 1*
- Practical Bookkeeping 2*
- Intermediate Accounting 1*
- Intermediate Accounting 2*

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.

The Sage/Pastel on-line Assessment fee will be charged separately.

- **DURATION**
  The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

- **ENTRY REQUIREMENT**
  Open Entry

- **PROGRAMME CATEGORY**
  BOSTON SHORT LEARNING PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

- Designated SLP required for specified learning pathways.

Assistant Bookkeeper

QUICK SKILLS ACQUISITION
Career ready in **6 months**

PURPOSE
The Assistant Bookkeeper Short Learning Programme prepares students to manage essential financial records and office tasks with confidence. It builds practical skills in recording income, payments, and business transactions, preparing ledgers, trial balances, and VAT returns, while also developing workplace computer literacy. Graduates are equipped for entry-level roles supporting accurate financial management in organisations.

MODULES
- Introduction to PC*
- General Office Practice*
- Word Processing*
- Spreadsheets*
- Computerised Accounting (Pastel)*
- Introduction to Business Accounting*
- Practical Bookkeeping 1*
- Practical Bookkeeping 2*

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.

The Sage/Pastel on-line Assessment fee will be charged separately.

Credit Controller / Assistant Bookkeeper

QUICK SKILLS ACQUISITION
Career ready in **6 months**

PURPOSE
The Credit Controller / Assistant Bookkeeper Short Learning Programme develops practical skills for managing credit, recording financial transactions, and maintaining accurate business accounts. Students gain competence in using computer applications, handling payments and receipts, preparing trial balances, and completing VAT returns. This qualification prepares graduates for entry-level finance roles requiring accuracy, responsibility, and sound recordkeeping in business environments.

MODULES
- Introduction to PC*
- Windows*
- Word Processing*
- Spreadsheets*
- General Office Practice*
- Introduction to Business Accounting*
- Principles of Credit Control*
- Practical Bookkeeping 1*
- Practical Bookkeeping 2*

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.

DURATION
The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES
Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Payroll Administrator / Assistant Bookkeeper

PURPOSE
The Payroll Administrator / Assistant Bookkeeper Short Learning Programme develops practical skills in payroll and bookkeeping, including the use of Windows applications and Sage/ Pastel Payroll software. Students learn to process wages, manage payments and receipts, maintain financial records, and prepare reports. Graduates are equipped to support office operations and contribute to accurate financial and payroll administration in business environments.

MODULES
- Introduction to PC*
- Windows*
- Word Processing*
- Spreadsheets*
- General Office Practice*
- Introduction to Business Accounting*
- Practical Bookkeeping 1*
- Practical Bookkeeping 2*
- Computerised Payroll (Sage/Pastel)*

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.

The Sage/Pastel on-line Assessment fee will be charged separately.

Executive Secretary Financial

PURPOSE

The Executive Secretary Financial Short Learning Programme prepares students for administrative and financial support roles by building strong computer literacy, customer service awareness, and workplace competence. Learners gain practical skills in bookkeeping, secretarial functions, and business software, enabling them to support managers effectively and contribute to efficient office and financial operations in professional environments.

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*
- Practical Bookkeeping 1*
- Practical Bookkeeping 2* (Optional)

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

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

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

- **DURATION**
  The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

- **ENTRY REQUIREMENT**
  Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

2. Advertising, Communications & Public Relations

Shape brand narratives, manage media relations, and drive stakeholder engagement. Boston's BCom in Strategic Communication prepares you for PR leadership roles, while our Higher Certificates provide entry into advertising, integrated communication, and public relations practice across diverse industries.

Learn brand management, event management, media law, and the applied psychology behind consumer behaviour. Develop strategic communication skills, from media relations and digital campaigns to crisis management and content creation. Master integrated marketing communications and understand how brands connect with audiences across traditional and emerging platforms.

Career paths span PR agencies, corporate communications departments, media consultancies, and advertising firms. Work as a public relations officer, brand manager, media consultant, communications coordinator, or launch your own communications practice. Your expertise in strategic messaging makes you essential to organisations building reputation and market presence.

With 100% of our graduates expressing satisfaction with the curriculum in Advertising, Communication, and Public Relations, Boston's industry-aligned programmes prepare you for professional success. Explore our Higher Education Programmes and Short Learning Programmes to find your pathway.

Bachelor of Commerce in Strategic Communication

BCom (Strategic Communication)

SAQA ID 122863, NQF Level 7, minimum 385 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Bachelor of Commerce in Strategic Communication develops graduates who can connect business insight with effective communication. Students gain knowledge of economics, finance, marketing, and ethics while mastering communication strategies, digital tools, and research methods. The qualification prepares them to craft persuasive messages, manage communication challenges, and contribute meaningfully to organisations in diverse local and global contexts.

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

- **ENTRY REQUIREMENT**
  National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Bachelor's study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

Boston graduates who meet the eligibility criteria will be eligible to join the Golden Key National Honour Society

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Boston Postgraduate Diploma or Advanced Diploma.

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

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT130-1)
- Academic Literacy (HALT130-1)
- Business Management 1 (HBMN130-1)
- Strategic Communication 1: Introduction to Communication (HSCP130-1)

Semester B
- Computer Literacy Advanced (HCLT131-1)
- Marketing Management 1 (HMKT130-1)
- Commercial Law 1 (HLWC130-1)
- English Foundations for Communication Students (HENG131-1)
- Accounting Principles (HACP130-1)

YEAR TWO MODULES

Semester A
- Business Management 2 (HBMN230-1)
- Strategic Communication 2A: Principles and Practices of Strategic Communication (HSCP231-1)
- Economics 1 (HECO130-1)
- Business Ethics (HBMN231-1)

Semester B
- Strategic Communication 2B: Business Communication (HSCP232-1)
- Strategic Communication 2C: Integrated Marketing Communication (HSCP233-1)
- Public Relations and Digital Media (HPRD230-1)
- Financial Accounting 1 (HFAC130-1)

YEAR THREE MODULES

Semester A
- Business Management 3 (HBMN330-1)
- Strategic Communication 3A: Brand Management (HSCP331-1)
- Financial Management (HFMN330-1)
- Research Methods (HRMM330-1)

Semester B
- Strategic Communication 3B: Media and Communication in Society (HSCP332-1)
- Project Management (HBMN331-1)
- Strategic Communication 3C: Strategic Communication Strategy (HSCP333-1)
- Public Discourse Law (HLWP330-1)

All modules are compulsory and must be passed.

Higher Certificate
Advertising & Integrated Communication Practice

SAQA ID 90819, NQF Level 5, minimum 136 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

PURPOSE
The Higher Certificate in Advertising and Integrated Communication Practice develops practical computer literacy, workplace communication, and resource management skills while introducing students to advertising and brand concepts. Graduates gain entrepreneurial awareness, cultural sensitivity, and the ability to respond to social and organisational needs, preparing them for entry-level roles in marketing, communications, and related business environments.

MODULES

Semester A
- Computer Literacy (HCLT1181)
- Academic Literacy (HALP1181)
- Advertising 1 (HADV1181)
- Introduction to Brand Management (HBRD1181)
- Entrepreneurship 1 (HENT1181)

Semester B
- Integrated Marketing Communication 1 (HINT1181)
- Applied Psychology (HAPS1181)
- Event Management 1 (HEVM1181)
- Media Law 1 (HMLW1181)
- Work Integrated Learning (HWCACP1171)

All modules are compulsory and must be passed.

Higher Certificate
Public Relations Practice

SAQA ID 122887, NQF Level 5, minimum 124 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

PURPOSE
The Higher Certificate in Public Relations Practice provides students with a strong foundation in communication, media, and business principles. It develops the ability to design creative messages, apply public relations strategies in real-world contexts, and use digital platforms effectively–preparing graduates for entry-level roles in public relations, marketing, and communication-focused environments.

MODULES

Semester A
- Academic Literacy (HALP1181)
- Computer Literacy (HCLT1181)
- Introduction to Public Relations Practice (HIPR1181)
- Fundamentals of Communication (HFCO1181)

Semester B
- Strategic Communication (HSCP1181)
- Digital Public Relations Practice (HDPR1181)
- Media Law and Ethics (HMLE1181)
- Public Relations Portfolio (HPRP1181)

All modules are compulsory and must be passed.

Please request the Fact Sheet for additional, detailed programme information.
Both programmes are offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision

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

ENTRY REQUIREMENT
National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Higher Certificate study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

FURTHER STUDY OPPORTUNITIES
Consider a Boston Diploma or Bachelor's Degree.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

Public Relations Assistant

PURPOSE

The Public Relations Assistant Short Learning Programme develops practical computer skills, workplace readiness, and an understanding of how public relations supports organisational goals. Students gain the ability to contribute within marketing communication teams, support media relations, and apply communication tools effectively–preparing them for entry-level roles in public relations and related business environments.

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 (OINT11615)*
- Principles of Customer Service*

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.

DURATION

The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT

Open Entry

PROGRAMME CATEGORY

BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES

Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Designated SLP required for specified learning pathways.

Media Consultant

PURPOSE

The Media Consultant Short Learning Programme provides students with practical computer skills, strong communication abilities, and an understanding of advertising, journalism, and public relations. It prepares graduates to create and deliver professional presentations, manage organisational communication strategies, and contribute effectively to workplace media functions, supporting careers in dynamic and creative business environments.

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 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.

Brand Ambassador

QUICK SKILLS ACQUISITION
Career ready in **6 months**

PURPOSE
The Brand Ambassador Short Learning Programme prepares students to represent organisations with professionalism and impact. It develops computer literacy, workplace readiness, and insight into branding, marketing communication, and event management. Graduates will understand how to plan and support promotional activities, strengthen brand identity, and contribute meaningfully to organisational growth and customer engagement.

MODULES
- Introduction to PC*
- Windows*
- Brand Management 1 (OBRD11615)*
- Integrated Marketing Communication 1 (OINT11615)*
- Event Management 1 (OEVM11615)*

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.

DURATION
The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES
Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

3. Business Management & Leadership, Marketing, Administration & Service

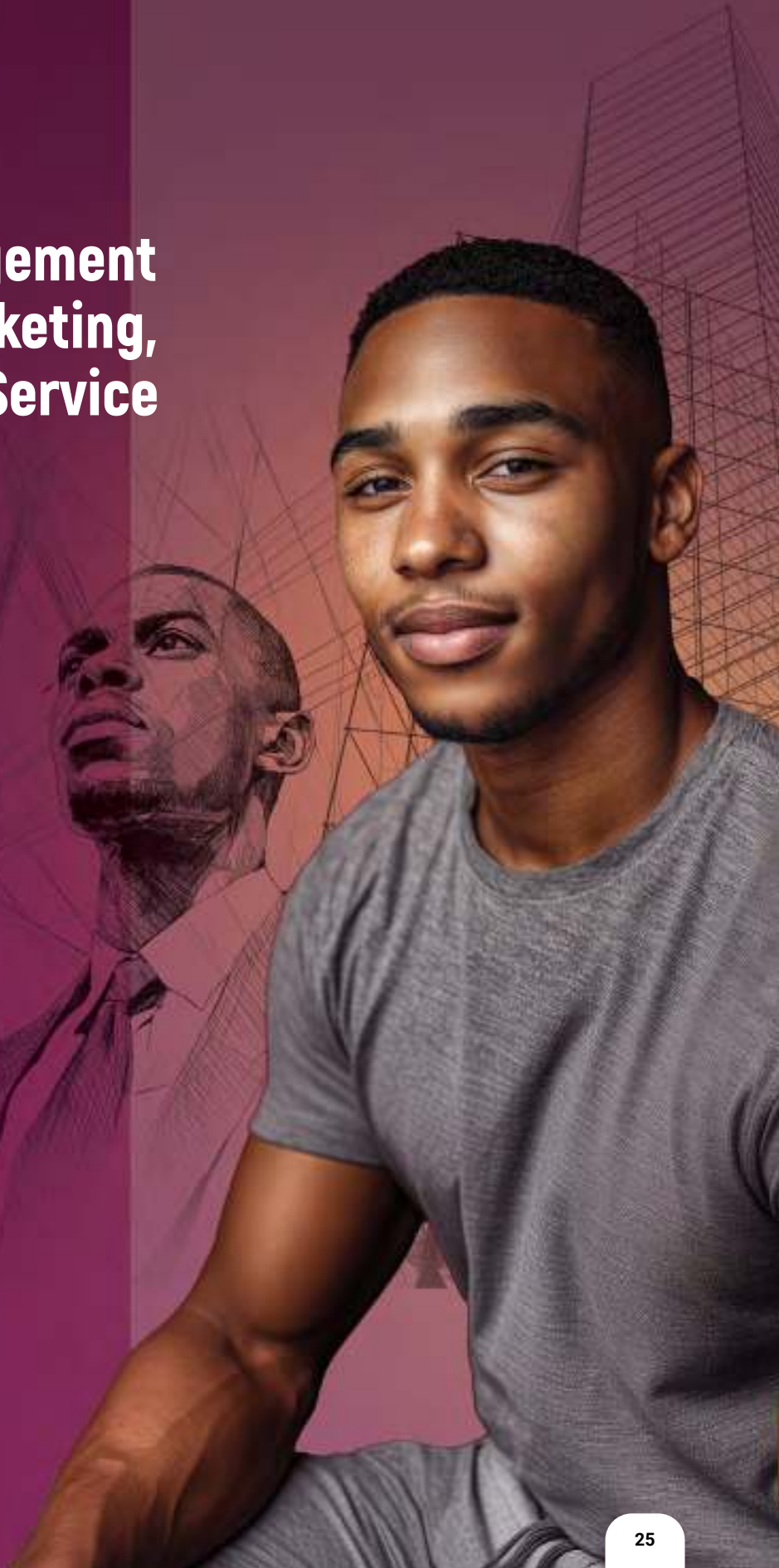
From administrators to first-time supervisors to MBA-level executives, Boston's qualifications span every management career stage. Positioning you for a variety of roles or as a springboard to our MBA, our qualifications offer specialisations in marketing, entrepreneurship, project management, supply chain and logistics management, and office administration.

Develop strategic capabilities in business planning, financial management, marketing, operations, and change leadership. Acquire entrepreneurial thinking, project execution, supply chain optimisation, and adaptive leadership skills for addressing 21st-century challenges. Study applied psychology and socioeconomics alongside business fundamentals for a competitive advantage.

Career possibilities include business manager, marketing manager, supply chain specialist, project manager, front-line manager, office administrator, or entrepreneur, amongst many others.

Whether working as an administrator, managing teams, launching ventures, or driving organisational strategy, graduate with credentials that employers recognise and leadership competencies that deliver results.

With 90% of our graduates expressing satisfaction and relevance with the skills obtained in Business Management and Leadership, Marketing, Administration, and Service, Boston's industry-aligned programmes prepare you for professional success. Explore our Higher Education Programmes and Short Learning Programmes to find your pathway.



Master of Business Administration

MBA

SAQA ID 122520, NQF Level 9, minimum 180 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Master of Business Administration equips graduates with advanced expertise in business strategy, leadership, and sustainable management. Students learn to analyse complex challenges, interpret data for informed decisions, and design responsible solutions within global and local contexts. The programme also develops research and foresight skills, preparing graduates for impactful leadership roles and entrepreneurial ventures.

- **DURATION**
  Based on the credits and notional hours of this qualification, the minimum duration is two years, and the maximum duration is three years of study.

- **ENTRY REQUIREMENT**
  At minimum a Bachelor Honours (NQF Level 8) or Postgraduate Diploma (NQF Level 8). Additionally: provide evidence of experience, at least three (3) years in a supervisory, managerial, technical, or professional role; and submit a Curriculum Vitae (CV), including a minimum of two (2) contactable references, and a brief motivation letter; and participate in an interview, if requested.

PROGRAMME CATEGORY
BOSTON POSTGRADUATE PROGRAMME

Boston graduates who meet the eligibility criteria will be eligible to join the Golden Key National Honour Society

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Doctor of Philosophy or Business Administration.

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

CHOOSE BETWEEN THREE FLEXIBLE STUDY OPTIONS

TWENTY-FOUR MONTH STUDY PROGRAMME

YEAR ONE MODULES

Semester A
- Management Philosophy (HMBM660-1)
- Managerial and Political Economics (HMEC660-1)
- Managerial Accounting for Data-driven Decision Making (HMMA660-1)
- Leading People and Organisations (HMOB660-1)

Semester B
- Managing Operations and Risk in a Globalised and Digitised World (HMOR660-1)
- Managing Disruptive Technologies (HMIT660-1)
- Strategic Marketing in the Digital Age (HMMK660-1)
- Ethics and Corporate Governance for Sustainability Practice (HMCG660-1)

YEAR TWO MODULES

Semester A
- Business Research Methodology (HMRM660-1)
- Entrepreneurship and Innovation for New Venture Creation (HMEN660-1)
- Strategic Management in a Complex and Uncertain World (HMSM660-1)
- Applied Corporate Finance (HMCF660-1)

Semester B
- Business Research Mini-Dissertation (HMMD660-1)

THIRTY MONTH STUDY PROGRAMME

YEAR ONE MODULES

Semester A
- Management Philosophy (HMBM660-1)
- Managerial and Political Economics (HMEC660-1)
- Managerial Accounting for Data-driven Decision Making (HMMA660-1)

Semester B
- Leading People and Organisations (HMOB660-1)
- Managing Operations and Risk in a Globalised and Digitised World (HMOR660-1)
- Managing Disruptive Technologies (HMIT660-1)

YEAR TWO MODULES

Semester A
- Strategic Marketing in the Digital Age (HMMK660-1)
- Ethics and Corporate Governance for Sustainability Practice (HMCG660-1)
- Entrepreneurship and Innovation for New Venture Creation (HMEN660-1)

Semester B
- Business Research Methodology (HMRM660-1)
- Strategic Management in a Complex and Uncertain World (HMSM660-1)
- Applied Corporate Finance (HMCF660-1)

YEAR THREE MODULES

Semester A
- Business Research Mini-Dissertation (HMMD660-1)

THIRTY-SIX MONTH STUDY PROGRAMME

YEAR ONE MODULES

Semester A
- Management Philosophy (HMBM660-1)
- Managerial and Political Economics (HMEC660-1)
- Managerial Accounting for Data-driven Decision Making (HMMA660-1)

Semester B
- Leading People and Organisations (HMOB660-1)
- Managing Operations and Risk in a Globalised and Digitised World (HMOR660-1)

YEAR TWO MODULES

Semester A
- Managing Disruptive Technologies (HMIT660-1)
- Strategic Marketing in the Digital Age (HMMK660-1)
- Ethics and Corporate Governance for Sustainability Practice (HMCG660-1)

Semester B
- Entrepreneurship and Innovation for New Venture Creation (HMEN660-1)
- Applied Corporate Finance (HMCF660-1)

YEAR THREE MODULES

Semester A
- Strategic Management in a Complex and Uncertain World (HMSM660-1)
- Business Research Methodology (HMRM660-1)

Semester B
- Business Research Mini-Dissertation (HMMD660-1)

Thirteen compulsory modules must be passed.

Postgraduate Diploma in Management

PGDip (Management)

SAQA ID 105040, NQF Level 8, minimum 128 credits

ACCREDITED PROGRAM

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Postgraduate Diploma in Management prepares graduates to lead in complex business environments by developing advanced skills in strategy, finance, operations, marketing, and people management. Students learn to solve problems creatively, manage risk, strengthen brands, and apply specialist knowledge in entrepreneurship, project management, or supply chain management, – equipping them for impactful careers across sectors.

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

- **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 (NQF Level 7) and be proficient in English (for students who have not studied at post-school level in English).

PROGRAMME CATEGORY
BOSTON POSTGRADUATE PROGRAMME

Boston graduates who meet the eligibility criteria will be eligible to join the Golden Key National Honour Society

- **FURTHER STUDY OPPORTUNITIES**
  Consider the Boston Master of Business Administration.

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

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)

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)

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)

Semester B
- Strategic Branding for SMME's (HPMK442-1)
- Global Marketing in the Digital Era (HPMK440-1)
- Human Capital Development and Talent Management (HPBM441-1)

YEAR TWO MODULES

Semester A
- Legal Aspects and Commercial Negotiations (HPLW440-1)
- Research Project Report (HPRM441-1)

Choose one of the following electives:
- Advanced Entrepreneurship (HPBM442-1); or
- Advanced Project Management (HPBM443-1); or
- Strategic Supply Chain Management (HPBM444-1)

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
- 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)

Eight compulsory modules and one elective module must be passed.

Advanced Diploma in Adaptive Leadership

AdvDip (Adaptive Leadership)

SAQA ID 120360, NQF Level 7, minimum 120 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Advanced Diploma in Adaptive Leadership develops graduates who can apply leadership theories in diverse organisational and societal settings. Students gain skills in ethical and multicultural leadership, critical problem-solving, and personal resilience. The programme emphasises emotional intelligence, wellness, and research competence, preparing graduates to lead effectively in complex, changing environments across private, public, and development sectors.

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

- **ENTRY REQUIREMENT**
  Admission to the qualification is subject to academic selection criteria. At a minimum the applicant must hold, from a recognised institution, a Diploma (NQF Level 6) 360 credits, or a Bachelor's degree, and be proficient in English (for students who have not studied at post-school level in English).

PROGRAMME CATEGORY
BOSTON ADVANCED PROGRAMME

Boston graduates who meet the eligibility criteria will be eligible to join the Golden Key National Honour Society

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Boston Postgraduate Diploma.

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

CHOOSE BETWEEN THREE FLEXIBLE STUDY OPTIONS

TWELVE MONTH STUDY PROGRAMME

YEAR ONE MODULES

Semester A
- Foundations of Adaptive Leadership (HADF400-1)
- Contextual Aspects of Leadership A: Leading Teams and Organisations (HADC401-1)
- Leadership in Private, Public and Development Sector HADL400-1)

Semester B
- Applied Research Methods and Statistics for Leadership (HADR400-1)
- Contextual Aspects of Leadership B: Ethical and Multicultural Leadership (HADC402-1)
- Emotional Intelligence, Wellness and Resilience (HADE400-1)

EIGHTEEN MONTH STUDY PROGRAMME

YEAR ONE MODULES

Semester A
- Foundations of Adaptive Leadership (HADF400-1)
- Contextual Aspects of Leadership A: Leading Teams and Organisations (HADC401-1)

Semester B
- Leadership in Private, Public and Development Sector (HADL400-1)
- Applied Research Methods and Statistics for Leadership (HADR400-1)

YEAR TWO MODULES

Semester A
- Contextual Aspects of Leadership B: Ethical and Multicultural Leadership (HADC402-1)
- Emotional Intelligence, Wellness and Resilience (HADE400-1)

TWENTY-FOUR MONTH STUDY PROGRAMME

YEAR ONE MODULES

Semester A
- Foundations of Adaptive Leadership (HADF400-1)

Semester B
- Contextual Aspects of Leadership A: Leading Teams and Organisations (HADC401-1)
- Leadership in Private, Public and Development Sector (HADL400-1)

YEAR TWO MODULES

Semester A
- Applied Research Methods and Statistics for Leadership (HADR400-1)
- Contextual Aspects of Leadership B: Ethical and Multicultural Leadership (HADC402-1)

Semester B
- Emotional Intelligence, Wellness and Resilience (HADE400-1)

All modules are compulsory and must be passed

Bachelor of Commerce in Management Marketing

BCom (Management Marketing)

SAQA ID 88683, NQF Level 7, minimum 374 credits

ACCREDITED PROGRAM

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Bachelor of Commerce in Management Marketing develops students' understanding of business, economics, and financial management while building specialised skills in brand and marketing strategy. Graduates gain practical computer literacy, entrepreneurial and project management abilities, and the capacity to address social and ethical challenges, preparing them for dynamic careers in business, marketing, and organisational leadership.

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

- **ENTRY REQUIREMENT**
  National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Bachelor's study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

Boston graduates who meet the eligibility criteria will be eligible to join the Golden Key National Honour Society

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Boston Postgraduate Diploma or Advanced Diploma.

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

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT130-1)
- Academic Literacy (HALT130-1)
- Business Management 1 (HBMN130-1)
- Marketing Management 1 (HMKT130-1)

Semester B
- Computer Literacy Advanced (HCLT131-1)
- Commercial Law 1 (HLWC1181)
- Economics 1 (HECO130-1)
- Accounting Principles (HACP130-1)
- Entrepreneurship 1 (HENT130-1)

YEAR TWO MODULES

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

Semester B
- Introduction to Cost and Management Accounting (HMAC200-1)
- Marketing Management 2 (HMKT230-1)
- Commercial Law 2 HLWC230-1
- Business Ethics (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 (HBMN331-1)
- Brand Management (HBRD330-1)
- Work Integrated Learning (HWBMM330-1)

All modules are compulsory and must be passed.

Bachelor of Commerce in Supply Chain Management

BCom (Supply Chain Management)

SAQA ID 123102, NQF Level 7, minimum 378 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Bachelor of Commerce in Supply Chain Management develops graduates with strong analytical, financial, legal, and technological skills relevant to modern business. Students gain a solid grounding in logistics, project and quality management, and business ethics, while learning to respond to economic realities. The qualification prepares graduates to manage supply chain operations effectively in local and global contexts.

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

- **ENTRY REQUIREMENT**
  National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Bachelor's study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

Boston graduates who meet the eligibility criteria will be eligible to join the Golden Key National Honour Society

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Boston Postgraduate Diploma or Advanced Diploma.

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

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT130-1)
- Academic Literacy (HALT130-1)
- Business and Supply Chain Management 1 (HBMN131-1)
- Accounting Principles (HACP130-1)

Semester B
- Computer Literacy Advanced (HCLT131-1)
- Law for Supply Chain Managers (HCML130-1)
- Logistics 1 (Principles of Logistics Management) (HPLM1181)
- Economics 1 (HECO130-1)
- Business Ethics (HBMN231-1)

YEAR TWO MODULES

Semester A
- Financial Accounting 1 (HFAC130-1)
- Supply Chain Management 2A (Procurement) (HSCM230-1)
- Logistics 2A (Warehouse and Inventory Management) (HLOG230-1)
- Organisational Development & Safety Management (HSFM230-1)

Semester B
- Supply Chain Management 2B (Purchasing) (HSCM231-1)
- Logistics 2B (Transportation Economics) (HLOG231-1)
- Business Management 2 (HBMN230-1)
- Introduction to Cost and Management Accounting (HMAC200-1)

YEAR THREE MODULES

Semester A
- Supply Chain Management 3A (Supply Chain Analytics) (HSCM330-1)
- Supply Chain Management 3B (Costing & Performance Management) (HSCM331-1)
- Quality Management (HSQM330-1)
- Financial Management (HFMN330-1)
- Business Management 3 (HBMN333-2)

Semester B
- Supply Chain Management 3C (Operations) (HSCM332-1)
- Logistics 3 (Global Logistics Management) (HLOG330-1)
- Digital Transformation of Supply Chain Operations Management (HDTS330-1)
- Project Management (HBMN331-1)
- Research Methods (HRMB330-1)

All modules are compulsory and must be passed.

Diploma in Business Management

Dip (Business Management)

SAQA ID 91922, NQF Level 6, minimum 374 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Diploma in Business Management develops practical workplace skills, business insight, and computer proficiency for modern organisations. Students gain the ability to analyse data, manage resources, and apply financial and marketing principles. With a focus on entrepreneurship, project management, and social awareness, graduates are prepared for versatile roles in diverse business and community settings.

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

- **ENTRY REQUIREMENT**
  National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Diploma study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Boston Bachelor's Degree or Advanced Diploma.

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

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT101-1)
- Academic Literacy (HALP100-1)
- Business Management 1 (HBMN100-1)
- Entrepreneurship 1 (HENT100-1)

Semester B
- Computer Literacy Advanced (HCLT108-1)
- 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 (HBRD300-1)
- Work Integrated Learning (HWDBM300-1)

All modules are compulsory and must be passed.

Diploma in Marketing Management

Dip (Marketing Management)

SAQA ID 91924, NQF Level 6, minimum 390 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Diploma in Marketing Management develops practical business, financial, and technology skills while grounding students in core marketing principles. Graduates learn to analyse data, manage brands, and apply integrated communication strategies. With added focus on project management, cultural awareness, and understanding economic realities, this qualification prepares students for versatile careers in marketing and organisational environments.

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

- **ENTRY REQUIREMENT**
  National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Diploma study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Boston Bachelor's Degree or Advanced Diploma.

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

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT101-1)
- Academic Literacy (HALP100-1)
- Marketing Management 1 (HMKT100-1)
- Advertising 1 (HADV100-1)

Semester B
- Computer Literacy Advanced (HCLT108-1)
- Fundamentals of Accounting (HFOA100-1)
- Business Management 1 (HBMN100-1)
- Applied Psychology (HAPS1181)

YEAR TWO MODULES

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

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

YEAR THREE MODULES

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

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

All modules are compulsory and must be passed.

Diploma in Office Administration & Management

Dip (Office Administration & Management)

SAQA ID 122742, NQF Level 6, minimum 384 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Diploma in Office Administration and Management develops strong communication, teamwork, and computer skills for modern business environments. Students gain practical knowledge in administration, project planning, financial literacy, and ethical business practice, while also exploring event coordination and public relations. Graduates are prepared for versatile office roles requiring professionalism, organisational ability, and confident use of digital tools.

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

- **ENTRY REQUIREMENT**
  National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Diploma study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Boston Bachelor's Degree or Advanced Diploma.

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

YEAR ONE MODULES

Semester A
- English Foundations (HENG100-1)
- Computer Literacy 1 (HCLT101-1)
- Academic Literacy for Office Administrators (HAOA100-1)
- Office Administration 1: Professional Development (HADM100-1)

Semester B
- Computer Literacy Advanced (HCLT108-1)
- Business Management 1 (HBMN100-1)
- Commercial Law 1 (HLWC1181)
- Fundamentals of Accounting (HFOA100-1)
- Economics 1 (HECO130-1)

YEAR TWO MODULES

Semester A
- Office Administration 2A: Digital Literacy for Office Administrators (HADM200-1)
- Office Administration 2B: Office and Administration Management (HADM201-1)
- Business and Office Etiquette (HABE200-1)
- Business Ethics (HBMN201-1)

Semester B
- Office Administration 2C: Introduction to Data Analysis and Presentation (HADM202-1)
- Office Administration 2D: Financial Literacy for Office Administrators (HADM203-1)
- Workplace Psychology (HPSW200-1)
- Digital Business Management (HBMN202-1)

YEAR THREE MODULES

Semester A
- Office Administration 3A: Electronic Document and Records Management (HADM300-1)
- Project Management (HBMN301-1)
- Public Relations Management (HPRM300-1)
- Leadership Skills for Office Administrators (HALS300-1)

Semester B
- Office Administration 3B: Business Communication in the Digital Age (HADM301-1)
- Operations Management (HBMN302-1)
- Computerised Project Management (HCLT105-1)
- Event Management 3 (HEVM300-1)

All modules are compulsory and must be passed.

Higher Certificate
Business Management Practice

SAQA ID 97394, NQF Level 5, minimum 120 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

PURPOSE
The Higher Certificate in Business Management Practice provides students with a solid foundation in business principles, accounting, technology, and workplace applications. It develops entrepreneurial thinking, problem-solving abilities, and an understanding of psychology and law in business. Graduates will be equipped to contribute responsibly and effectively to organisational goals and broader social and economic needs.

MODULES

Semester A
- Computer Literacy (HCLT1181)
- Academic Literacy (HALP1181)
- Business Management 1 (HBMN1181)
- Entrepreneurship 1 (HENT1181)

Semester B
- Introduction to Accounting Practice (HIAP1181)
- Introduction to Socioeconomics (HSEC1181)
- Commercial Law 1 (HLWC1181)
- Introduction to Industrial Psychology (HIND1181)
- Work Integrated Learning (HWCBMP1171)

All modules are compulsory and must be passed.

Higher Certificate
Marketing Practice

SAQA ID 97230, NQF Level 5, minimum 122 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

PURPOSE
The Higher Certificate in Marketing Practice provides students with a strong foundation in marketing, business communication, and brand management while building practical computer and media skills. Graduates will gain entrepreneurial insight, understand the impact of media law, and develop cultural awareness–equipping them to apply marketing principles effectively in diverse organisational and professional contexts.

MODULES

Semester A
- Computer Literacy (HCLT1181)
- Academic Literacy (HALP1181)
- Marketing Management 1 (HMKT1181)
- Entrepreneurship 1 (HENT1181)

Semester B
- Introduction to Brand Management (HBRD1181)
- Event Management 1 (HEVM1181)
- Media Law 1 (HMLW1181)
- Sales and Promotions Practice (HSPS1181)
- Work Integrated Learning (HWCMP1171)

All modules are compulsory and must be passed.

Please request the Fact Sheet for additional, detailed programme information.
Both programmes are offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision

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

ENTRY REQUIREMENT
National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Higher Certificate study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

FURTHER STUDY OPPORTUNITIES
Consider a Boston Diploma or Bachelor's Degree.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

Higher Certificate

Logistics & Supply Chain Management Practice

SAQA ID 109009, NQF Level 5, minimum 124 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

PURPOSE

The Higher Certificate in Logistics and Supply Chain Management Practice provides students with practical workplace and computer skills while building a strong foundation in logistics, procurement, stock control, and cost management. Graduates will understand how supply chains support business success and be prepared for entry-level roles in operations, purchasing, and materials management.

MODULES

Semester A

- Computer Literacy (HCLT1181)
- 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 (HWCLSP1171)

All modules are compulsory and must be passed.

Please request the Fact Sheet for additional, detailed programme information. This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

DURATION

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

ENTRY REQUIREMENT

National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Higher Certificate study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

FURTHER STUDY OPPORTUNITIES

Consider a Boston Diploma or Bachelor's Degree.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

Project Management

PURPOSE
The Project Management Short Learning Programme prepares students to plan, implement, and monitor projects from start to finish, using practical computer skills and professional tools. Graduates will learn to manage budgets, solve problems under pressure, and coordinate teams while keeping goals on track—building readiness for leadership roles in diverse business and organisational environments.

MODULES
- Windows*
- Word Processing*
- Spreadsheets*
- Outlook*
- Project Management (OPRM11615)*
- Project+ (CompTIA)**
- Microsoft Project 1*
- Microsoft Project 2*
- Principles of Customer Service*
- Principles of Business Communication*
- Principles of Business Management*

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.

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

PMSA STUDENT (ASSOCIATE) MEMBERSHIP
Project Management South Africa (PMSA) is a not-for-profit, member-based professional association serving the knowledge, networking, and representation needs of practising project managers in South Africa. Boston Learners will be registered as Student (Associate) Members of PMSA with access to various industry magazines, publications, and articles. PMSA Membership Fees will be charged separately.

- **DURATION**
  The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

- **ENTRY REQUIREMENT**
  Open Entry

PROGRAMME CATEGORY
INSTITUTE LEARNING PROGRAMME / BOSTON SHORT LEARNING PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

- Designated SLP required for specified learning pathways.

The Retail Marketer

PURPOSE
The Retail Marketer Short Learning Programme develops practical skills in computer applications, marketing principles, and retail-specific practices. Students gain insight into advertising, stock control, and customer service while learning to apply theory to real-world challenges. Graduates will be equipped for careers in dynamic retail and marketing environments, combining practical workplace readiness with sound business knowledge.

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 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.

The Sales Representative

QUICK SKILLS ACQUISITION
Career ready in **6 months**

PURPOSE
The Sales Representative Short Learning Programme develops practical computer skills, strong communication abilities, and a solid understanding of marketing principles. Students learn how consumer behaviour influences sales and how to apply effective techniques in real-world situations. Graduates are equipped to contribute to business growth by engaging customers, supporting workplace operations, and driving successful sales outcomes.

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 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.

- **DURATION**
  The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

- **ENTRY REQUIREMENT**
  Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Marketing 101

PURPOSE
The Marketing 101 Short Learning Programme provides students with practical computer skills and a strong foundation in marketing principles, consumer behaviour, and applied psychology. Emphasis is placed on planning and managing communication strategies, applying theory to real business challenges, and working with cultural sensitivity–preparing graduates to contribute effectively in professional organisational settings.

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 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.

The Essentials of Management

PURPOSE

The Essentials of Management Short Learning Programme develops practical workplace abilities, including computer literacy, project management, and problem-solving using general management principles. Students gain an understanding of commercial law, learn to apply theory to real business contexts, and build awareness of social and cultural dynamics, preparing them for effective and responsible roles in diverse organisational settings.

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 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.

DURATION
The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES
Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

The Small Business Owner

PURPOSE

The Small Business Owner Short Learning Programme prepares students to confidently manage and grow a business by developing practical computer skills, financial and accounting know-how, and essential management capabilities. It builds entrepreneurial and project management competence, alongside marketing and communication expertise, enabling graduates to apply these skills effectively in real-world business environments and community enterprises.

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*

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.

The Warehouse Supervisor

PURPOSE
The Warehouse Supervisor Short Learning Programme develops practical skills in information management, stock control, and accounting procedures, while building strong computer literacy and project management abilities. Students gain the knowledge to oversee warehouse operations, use technology effectively, and apply sound decision-making—preparing them for supervisory roles in logistics, inventory, and supply chain environments.

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*

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.

- **DURATION**
  The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

- **ENTRY REQUIREMENT**
  Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Administrative Assistant

QUICK SKILLS ACQUISITION
Career ready in **6 months**

PURPOSE
The Administrative Assistance Short Learning Programme provides students with strong computer and typing skills, practical knowledge of office software, and an understanding of business procedures and bookkeeping. Graduates will be ready to perform essential administrative tasks, support organisational operations, and contribute effectively in professional office environments.

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

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

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

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

Customer Helpdesk Consultant

PURPOSE
The Customer Helpdesk Consultant Short Learning Programme prepares students to deliver excellent frontline support by combining strong computer skills with professional communication. Learners will develop the ability to understand customer needs, make sound decisions, and handle correspondence confidently, equipping them to interact effectively with clients and management in diverse workplace environments.

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 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.

DURATION
The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES
Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Executive Secretary

PURPOSE
The Executive Secretary Short Learning Programme equips students with strong computer skills, knowledge of advanced office software, and an understanding of business operations. It develops practical abilities in customer service, reception, and bookkeeping, while preparing graduates to handle professional communication and administrative duties with confidence in diverse workplace settings.

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* (Optional)

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

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

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

General Secretary

PURPOSE
The General Secretary Short Learning Programme prepares students for professional office support roles by building strong administrative, computer, and communication skills. Students learn to manage correspondence, use essential software, organise files, and handle visitors and calls effectively. This foundation enables graduates to provide reliable assistance to managers or teams in a wide range of workplace settings.

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 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.

- **DURATION**
  The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

- **ENTRY REQUIREMENT**
  Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Call Centre Operator

PURPOSE
The Call Centre Operator Short Learning Programme prepares students to deliver excellent customer service through effective communication, professional telephone skills, and accurate data capture. Students gain confidence in using Windows-based applications, understanding customer needs, and managing workplace tasks, equipping them for roles in service-driven environments where clear interaction and reliable information handling are essential.

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 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.

Office Assistant

QUICK SKILLS ACQUISITION
Career ready in **6 months**

PURPOSE
The Office Assistant Short Learning Programme prepares students for efficient workplace support roles by developing strong computer skills, including Windows-based applications and spreadsheets. Students also gain confidence in handling office equipment, managing files, and applying professional etiquette, enabling them to contribute effectively to smooth office operations in a wide range of business environments.

MODULES
- Introduction to PC*
- Windows*
- Word Processing*
- Spreadsheets*
- Understanding the Internet*
- Outlook*
- 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.

DURATION
The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES
Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Debt Collector

PURPOSE
The Debt Collector Short Learning Programme prepares students for professional roles in credit and collections by building practical computer skills, a solid understanding of debt recovery processes, and the ability to manage portfolios effectively. Graduates gain knowledge of relevant laws, ethical standards, and codes of conduct, enabling them to operate responsibly and efficiently in the financial services sector.

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 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.

Receptionist Secretary

PURPOSE
The Receptionist Secretary Short Learning Programme develops practical office, communication, and computer skills needed for professional front-line roles. Students gain confidence in handling visitors and calls, managing correspondence, and maintaining efficient office systems. With strong typing abilities and customer-focused service, graduates are well prepared to support smooth organisational operations in a variety of workplace settings.

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 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.

- **DURATION**
  The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

- **ENTRY REQUIREMENT**
  Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Receptionist

QUICK SKILLS ACQUISITION
Career ready in **6 months**

PURPOSE
The Receptionist Short Learning Programme prepares students for professional front-office roles by developing strong communication skills, confidence in handling visitors and calls, and competence in everyday office procedures. Students gain practical computer literacy and organisational abilities, enabling them to provide efficient administrative support and contribute to smooth workplace operations in diverse business environments.

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 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.

Stock Controller

QUICK SKILLS ACQUISITION
Career ready in **6 months**

PURPOSE
The Stock Controller Short Learning Programme prepares students for efficient management of goods and materials in business environments. It develops strong computer skills, practical knowledge of stock recording, and the ability to manage orders, deliveries, and stock-taking. Graduates will be ready to support smooth office operations and contribute to accurate, reliable supply chain processes.

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

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.

- **DURATION**
  The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

- **ENTRY REQUIREMENT**
  Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

4. Education

Make your impact in South African classrooms. Whether you're a graduate ready to transition into teaching or starting your education journey from the beginning, Boston prepares you for professional practice as a qualified educator. Our PGCE transforms your existing bachelor's degree into a teaching qualification for Senior Phase and FET (Grades 7-12), while our Bachelor of Education in Foundation Phase Teaching builds your expertise in teaching young children in the Foundation Phase (Grade R to Grade 3).

Learn lesson design, assessment strategies, and inclusive teaching methods that support diverse learners. Complete structured teaching practice in real schools, developing classroom management skills and subject-specific pedagogy. From Foundation Phase literacy and numeracy to secondary school Mathematics, Economics, and Social Sciences, gain hands-on experience applying educational theory in authentic teaching environments.

Both pathways lead to registration with the South African Council of Educators (SACE), which grants your professional teaching license. Graduate with practical competencies, reflective teaching practices, and the confidence to foster meaningful learning and development. Boston's education programmes prepare you to step into South African schools ready to make a difference from day one.

Postgraduate Certificate in Education in Senior Phase and FET Teaching

PGCE (SP and FET Teaching)

SAQA ID 122865, NQF Level 7, minimum 132 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Postgraduate Certificate in Education in Senior Phase and FET Teaching prepares graduates to become confident, reflective secondary school teachers with strong subject knowledge and practical classroom skills. The programme develops effective communication, inclusive teaching strategies, and professional competence, enabling graduates to support diverse learners and contribute meaningfully to educational communities and broader society.

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

- **ENTRY REQUIREMENT**
  Minimum Qualification: A relevant Bachelor's Degree as per the Policy on Minimum Requirements for Teacher Education Qualifications (MRTEQ, 2015). Consideration may be given to graduates of DHET approved 360-credit Diplomas. The underpinning degree or diploma must include sufficient study in relevant academic fields and at appropriate levels (NQF levels 6 and 7) to support the subject specialisation selections in the PGCE (SP and FET Teaching). See the Fact Sheet for detailed entry requirements.

PROGRAMME CATEGORY
BOSTON PROFESSIONAL PREPARATION PROGRAMME

Boston graduates who meet the eligibility criteria will be eligible to join the Golden Key National Honour Society

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Postgraduate Diploma in Education or a Bachelor of Education Honours degree

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

ONE-YEAR OR TWO-YEAR STUDY PROGRAMME

CORE MODULES
- Information Communication Technology Fundamentals (HICTF4181)
- Foundations of Education (HFOE400-1)
- Diversity and Inclusive Education in South Africa (HDIE400-1)
- Professional Ethics in Teaching (HPET400-1)
- Senior Phase and Further Education and Training Teaching (HSFFE400-1)
- Teaching Practice (HPRAC400-1)

Choose one (1) elective (Language of Conversational Competence):

SECOND LANGUAGE COMMUNICATIVE FUNDAMENTALS MODULE
- isiZulu (HSLCF4181), or
- isiXhosa (HSLCF4182)

For applicants who have an African language (excluding Afrikaans) or SA Sign Language as part of their National Senior Certificate (NSC) or National Certificate (Vocational) (L(4)) (NC(V)) or Senior Certificate (SC) OR have completed a module in an African language (excluding Afrikaans) or SA Sign Language in their Bachelor's degree will be exempted from the LoCC module.

Choose one (1) elective:

SENIOR PHASE SUBJECT DIDACTICS*:
- Social Sciences (HSPD400-1) or
- Economic and Management Sciences (HSPD401-1) or
- Mathematics (HSPD402-1) or
- Life Orientation (HSPD403-1) or
- Technology (HSPD404-1)

Choose one (1) elective:

FURTHER EDUCATION AND TRAINING SUBJECT DIDACTICS*:
- History (HFETD400-1), or
- Geography (HFETD401-1)
- Hospitality Studies (HFETD402-1), or
- Tourism (HFETD403-1), or
- Accounting (HFETD404-1), or
- Business Studies (HFETD405-1), or
- Economics (HFETD406-1)
- Mathematics (HFETD407-1)
- Life Orientation (HFETD408-1)
- Computer Applications Technology (HFETD409-1), or
- Information Technology (HFETD410-1)

***Note:** SP and FET specialisation choices must fall in the same specialisation area, e.g., Economic and Management Sciences for SP and Business Studies for FET. All core modules and required electives are compulsory and must be passed.

Bachelor of Education in Foundation Phase Teaching

BEd (Foundation Phase Teaching)

SAQA ID 125270, NQF Level 7, minimum 498 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Bachelor of Education in Foundation Phase Teaching prepares students to become skilled, reflective teachers who can design engaging lessons, support diverse learners, and use effective assessment strategies. The programme combines subject knowledge with practical methods to create inclusive, supportive classrooms, equipping graduates to foster young children's learning and development in meaningful, professional ways.

- **DURATION**
  Based on the credits and notional hours of this qualification, the minimum duration is four years, and the maximum duration is nine years of study.

- **ENTRY REQUIREMENT**
  National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Bachelor's study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

Boston graduates who meet the eligibility criteria will be eligible to join the Golden Key National Honour Society

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Postgraduate Diploma in Education or a Bachelor of Education Honours degree

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

YEAR ONE MODULES

Semester A
- Academic Literacy (HALT130-1)
- Computer Literacy (HCLT130-1)
- Foundations of Education I (HFOE130-1)
- Teaching and Learning in the Foundation Phase I (HTLFP130-1)
- English Home Language for Foundation Phase I (HEHL130-1)

Semester B
- Mathematics for Foundation Phase I (HMFP130-1)
- Life Skills for Foundation Phase I: Arts Education (HLSFP130-1)
- Psychology of Education I (HPSY130-1)
- Teaching Practice for Foundation Phase I: (HPRAC130-1)

Choose one (1) elective:
- Afrikaans First Additional Language for Foundation Phase I (HFAL130-1)
- isiXhosa First Additional Language for Foundation Phase I (HFAL131-1)
- isiZulu First Additional Language for Foundation Phase I (HFAL132-1)

Choose one (1) elective:
(Language of Conversational Competence):

Second Language Communicative Fundamentals Module*
- isiZulu, or
- isiXhosa

YEAR TWO MODULES

Semester A
- Inclusive Education I (HIED130-1)
- Teaching and Learning in the Foundation Phase II (HTLFP230-1)
- Mathematics for Foundation Phase II (HMFP230-1)
- English Home Language for Foundation Phase II (HEHL230-1)
- Teaching Practice for Foundation Phase II: A (HPRAC230-1)

Semester B
- Foundations of Education II (HFOE230-1)
- Psychology of Education II (HPSY230-1)
- Life Skills for Foundation Phase II: Physical Education (HLSFP230-1)
- Teaching Practice for Foundation Phase II: B (HPRAC231-1)

Choose one (1) elective:
- Afrikaans First Additional Language for Foundation Phase II (HFAL230-1)
- isiXhosa First Additional Language for Foundation Phase II (HFAL231-1)
- isiZulu First Additional Language for Foundation Phase II (HFAL232-1)

YEAR THREE MODULES

Semester A
- Inclusive Education II (HIED230-1)
- Mathematics for Foundation Phase III (HMFP330-1)
- Life Skills for Foundation Phase III: Personal & Social Well-Being (HLSFP330-1)
- English Home Language for Foundation Phase III (HEHL330-1)
- Teaching Practice for Foundation Phase III: A (HPRAC330-1)

Semester B
- Teaching and Learning in the Foundation Phase III (HTLFP330-1)
- Psychology of Education III (HPSY330-1)
- Inclusive Education III (HIED330-1)
- Teaching Practice for Foundation Phase III: B (HPRAC331-1)

Choose one (1) elective:
- Afrikaans First Additional Language for Foundation Phase III (HFAL330-1)
- isiXhosa First Additional Language for Foundation Phase III (HFAL331-1)
- isiZulu First Additional Language for Foundation Phase III (HFAL332-1)

YEAR FOUR MODULES

Semester A
- Foundations of Education III (HFOE330-1)
- Reflective Practice (HFRP330-1)
- Life Skills for Foundation Phase IV: Beginning Knowledge (HLSFP430-1)
- English Home Language for Foundation Phase IV (HEHL430-1)
- Teaching Practice for Foundation Phase IV: A (HPRAC430-1)

Semester B
- Foundations of Education IV (HFOE430-1)
- Education Research Practice (HERP430-1)
- Teaching English First Additional Language in the Foundation Phase (HFAL430-1)
- Teaching and Learning in the Foundation Phase IV (HTLFP430-1)
- Teaching Practice for Foundation Phase IV: B (HPRAC431-1)

**For applicants who have an African language (excluding Afrikaans) or SA Sign Language as part of their National Senior Certificate (NSC) or National Certificate (Vocational) (L(4)) (NC(V)) or Senior Certificate (SC) OR have completed a module in an African language (excluding Afrikaans) or SA Sign Language in their Bachelor's degree will be exempted from the LoCC module.*

All core modules and required electives are compulsory and must be passed.

5. Social Science, Health & Sports

This category brings together three distinct fields, each offering its own qualifications and career paths.

Social science prepares you for careers in research, policy analysis, community development, and corporate social responsibility. Boston's Bachelor of Social Science is distinctive in South Africa for integrating social sciences with economics and management, developing graduates who combine analytical rigour with strategic thinking and social awareness.

Health qualifications focus on counselling and community wellness. Our Higher Certificate in HIV/AIDS Counselling and Management programme equips you to support individuals and communities facing one of South Africa's main health-related challenges.

Our sports programmes prepare you for coaching, club administration, sports marketing, and sporrts event management. Learn the business of sport alongside practical skills in nutrition, fitness, injury management, and team leadership.

With 96% of our graduates expressing satisfaction with the curriculum in Social Science, Health and Sports, Boston's industry-aligned programmes prepare you for professional success. Explore our Higher Education Programmes and Short Learning Programmes to find your pathway.

Bachelor of Social Science

BSocSci

SAQA ID 108894, NQF Level 7, minimum 386 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Bachelor of Social Science provides students with strong foundations in sociology, anthropology, and psychology while developing practical computer literacy, research ability, and critical thinking skills. Graduates will be able to analyse social issues, communicate effectively, and apply ethical reasoning, preparing them for diverse roles in community development, social research, and organisational environments.

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

ENTRY REQUIREMENT

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

- National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Bachelor's study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

Boston graduates who meet the eligibility criteria will be eligible to join the Golden Key National Honour Society

FURTHER STUDY OPPORTUNITIES

- Consider a Boston Postgraduate Diploma or Advanced Diploma.

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 (HCLT108-1)
- Sociology 1B (HSOC132-1)
- Psychology 1B (HPSY132-1)
- Public Administration (HPAD1181)

Choose one of the following electives:
- Anthropology 1 (HCGE130-1)
- Economics 1 (HECO130-1)

All core modules and required electives are compulsory and must be passed.

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)

Higher Certificate

HIV/AIDS Counselling & Management

SAQA ID 96711, NQF Level 5, minimum 140 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

PURPOSE

The Higher Certificate in HIV/AIDS Counselling and Management equips students with counselling skills, computer literacy, and the ability to address HIV/AIDS in diverse personal, workplace, and community settings. Graduates will be prepared to manage policies, support training initiatives, and respond with cultural sensitivity to the social and economic challenges linked to health and wellbeing.

MODULES

Semester A

- Computer Literacy (HCLT1181)
- Academic Literacy (HALP1181)
- Introduction to Counselling (HCOU1181
- HIV Counselling (HHIVC1181)
- Applied Psychology (HAPS1181)

Semester B

- Sexuality and HIV Education (HSHE1181)
- HIV Care, Nutrition and Management (HCNM1181)
- HIV Workplace Policy and Training (HHWPT1181)
- Introduction to Industrial Psychology (HIND1181)
- Work Integrated Learning (HWCHCM1171)

All modules are compulsory and must be passed.

Please request the Fact Sheet for additional, detailed programme information. This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

DURATION

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

ENTRY REQUIREMENT

National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Higher Certificate study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

FURTHER STUDY OPPORTUNITIES

Consider a Boston Diploma or Bachelor's Degree.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

The Lay Counsellor

QUICK SKILLS ACQUISITION
Career ready in **6 months**

PURPOSE
The Lay Counsellor Short Learning Programme develops practical knowledge of sexuality, HIV education, and counselling principles. Students learn to provide supportive guidance grounded in established theories while acting with professionalism, legal awareness, and ethical responsibility. Graduates are prepared to assist individuals and communities in addressing sensitive health and wellbeing challenges with care and integrity.

MODULES
- Counselling 1 (OCOU1161)*
- Sexuality and HIV Education 1 (OSHE1161)*
- HIV Counselling 1 (OHIVC1161)*

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.

DURATION
The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES
Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Sports Management

PURPOSE

The Sports Management Short Learning Programme provides students with practical computer and workplace skills while building a strong understanding of the business of sport. Graduates gain the knowledge and confidence to contribute to clubs, associations, clinics, councils, and government sport structures, preparing them for meaningful roles in the growing sports industry.

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 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.

DURATION

The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT

Open Entry

PROGRAMME CATEGORY

BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES

Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Football Coaching & Administration

QUICK SKILLS ACQUISITION
Career ready in **6 months**

PURPOSE

The Football Coaching and Administration Short Learning Programme provides students with practical computer skills, a strong grounding in the history and structures of football, and in-depth knowledge of competitions at national and international levels. Students learn coaching principles, player wellbeing, injury prevention, and game rules–preparing them for careers in coaching, sport development, and team administration.

MODULES

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

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.

Sports Club Administration

QUICK SKILLS ACQUISITION
Career ready in **6 months**

PURPOSE

The Sports Club Administration Short Learning Programme provides students with practical computer skills, a strong foundation in business principles, and insight into the commercial sporting world. It develops the ability to manage people, systems, and communication in sport or fitness organisations, preparing graduates to run clubs effectively, support members, and contribute to professional, well-governed sporting environments.

MODULES

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

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.

- **DURATION**
  The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

- **ENTRY REQUIREMENT**
  Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

6. Hospitality, Events & Tourism

Experiential training sets Boston's hospitality qualifications apart–you graduate workplace-tested, not just classroom-trained. Build careers managing events, hotel operations, travel services, catering operations, or tourism marketing across South Africa's expanding hospitality sector.

Learn event logistics from conceptualisation to execution, hospitality operations including food preparation and beverage service, and travel industry systems including reservation platforms and booking procedures. Master customer experience management, procurement, compliance, e-marketing, and financial planning specific to hospitality businesses.

Career opportunities span the spectrum, from corporate conference centres to luxury lodges, destination management companies to your own events venture. Work as an event manager, hotel operations specialist, travel consultant, booking agent, or tourism marketing coordinator. Your hands-on training and industry-specific competencies make you immediately valuable to employers seeking hospitality professionals.

With 100% of our graduates expressing satisfaction with the curriculum in Hospitality, Events and Tourism, Boston's industry-aligned programmes prepare you for professional success. Explore our Higher Education Programmes and Short Learning Programmes to find your pathway.

Diploma in Event Management

Dip (Event Management)

SAQA ID 93877, NQF Level 6, minimum 374 credits

SACIA

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Diploma in Event Management prepares students to plan, promote, and deliver successful events while understanding the business and financial aspects behind them. Learners gain computer literacy, marketing and management knowledge, and the ability to use data effectively. Graduates are equipped with entrepreneurial, organisational, and problem-solving skills for diverse careers in hospitality and events industries.

- **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.

- **ENTRY REQUIREMENT**
  National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Diploma study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Boston Bachelor's Degree or Advanced Diploma.

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

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT101-1)
- Academic Literacy (HALP100-1)
- Event Management 1 (HEVM100-1)
- Marketing Management 1 (HMKT100-1)

Semester B
- Computer Literacy Advanced (HCLT108-1)
- 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.

Higher Certificate
Hospitality Management Practice

SAQA ID 102040, NQF Level 5, minimum 120 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

PURPOSE
The Higher Certificate in Hospitality Management Practice develops strong foundations in hotel operations, guest services, and workplace communication while building knowledge of marketing, finance, and business law in a hospitality context. Students gain practical computer, safety, and supervision skills, preparing them to contribute effectively to the hospitality, travel, and tourism industries.

MODULES

Semester A
- Computer Literacy (HCLT1181)
- Academic Literacy (HALP1181)
- Hospitality Management Practice (HHMP1181)
- Introduction to Accounting Practice (HIAP1181)

Semester B
- Hospitality Supervision (HHS1181)
- Hospitality Law (HLWH1181)
- Hospitality Marketing (HHM1181)
- Work Integrated Learning (HWCHMP1181)

All modules are compulsory and must be passed.

Higher Certificate
Tourism & Travel Management Practice

SAQA ID 103056, NQF Level 5, minimum 126 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

PURPOSE
The Higher Certificate in Tourism and Travel Management Practice provides students with a strong introduction to the tourism industry, combining essential computer, office, and communication skills with knowledge of marketing, travel operations, and customer service. Graduates gain insight into destinations, culture, ecology, and finance, preparing them for entry-level roles in tourism, travel, and hospitality environments.

MODULES

Semester A
- Computer Literacy (HCLT1181)
- Academic Literacy (HALP1181)
- Tourism Development (HTDP1181)
- Travel and Tourism Marketing (HTTM1181)

Semester B
- Tourism Destinations: Southern Africa (HTDS1181)
- Tourism Destinations: South Africa (HTDSA1181)
- Introduction to Accounting Practice (HIAP1181)
- Travel Industry Operations (HTOP1181)
- Work Integrated Learning (HWCTTMP1181)

All modules are compulsory and must be passed.

Please request the Fact Sheet for additional, detailed programme information.
Both programmes are offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

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

ENTRY REQUIREMENT
National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Higher Certificate study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

FURTHER STUDY OPPORTUNITIES
Consider a Boston Diploma or Bachelor's Degree.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

Travel and Tourism Operations

PURPOSE
The Travel and Tourism Operations Short Learning Programme prepares students to work confidently in the fast-paced tourism sector. It combines industry knowledge, destination expertise, and customer service skills with computer literacy, fares and ticketing competency, and financial practices. Graduates will be ready for practical roles in travel agencies, tour operations, and related service environments.

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.

DURATION
The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

An extension to complete over eighteen months at no additional cost may be considered.

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES
Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

The Event Planner

QUICK SKILLS ACQUISITION
Career ready in **6 months**

PURPOSE
The Event Planner Short Learning Programme prepares students to plan, promote, and deliver successful events in a variety of settings. It develops workplace-ready computer skills, project management expertise, and an understanding of advertising and marketing. Graduates will be equipped to coordinate all aspects of events, from concept through completion, supporting careers in the growing events industry.

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

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.

Hotel and Catering Operations

PURPOSE

The Hotel and Catering Operations Short Learning Programme prepares students for careers in the hospitality industry by combining practical food and beverage preparation with strong administrative, computer, and event management skills. Graduates gain insight into hotel and catering environments, develop workplace readiness, and are equipped to manage daily operations effectively in diverse hospitality settings.

MODULES

- Introduction to PC
- Windows
- Word Processing
- Spreadsheets
- Outlook
- Event Management 1 (OEVM11615)
- Food Production Principles 1
- Food and Beverage Services 1
- Reservations and Front-of-House Programme (Hotel PMS System)
- 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.

*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.

DURATION

The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

An extension to complete over eighteen months at no additional cost may be considered.

ENTRY REQUIREMENT

Open Entry

PROGRAMME CATEGORY

BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES

Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Hospitality Management

PURPOSE

The Hospitality Management Short Learning Programme prepares students to deliver excellent guest experiences through effective front-office and service procedures. It develops practical computer and communication skills, introduces business accounting, and teaches menu planning with a focus on nutrition. Graduates are ready to contribute to hotels, restaurants, and related sectors with professionalism and customer care.

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 (Hotel PMS System)
- Reception Skills
- Principles of Business Management
- Food and Beverage Services 2
- Food Costing (Hospitality)
- Tourism (Hospitality)
- Introduction to Business Accounting (Optional)
- Field Trips

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

Booking Agent

QUICK SKILLS ACQUISITION
Career ready in **6 months**

PURPOSE
The Booking Agent Short Learning Programme prepares students for a career in the travel and tourism industry by building strong skills in computer applications, fares and ticketing, and travel documentation. Learners gain practical knowledge of destinations and travel geography, enabling them to manage bookings, transactions, and customer needs effectively in professional tourism environments.

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.

DURATION
The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES
Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Tourism

PURPOSE
The Tourism Short Learning Programme prepares students for careers in the travel and hospitality industry by combining practical computer skills with in-depth knowledge of South African geography and destinations. Emphasis is placed on delivering excellent customer service and applying professional workplace practices, equipping graduates to contribute effectively in tourism and related business environments.

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.

7. Information & Communications Technologies (ICT)

Graduate with both your qualification and professional certifications. Boston is a registered Cisco Networking Academy provider and multi-award-winning CompTIA Platinum Partner, offering preparation for CompTIA (A+, Network+, Security+, Linux+, DataX, CloudNetX), Microsoft (Azure Administrator, Windows Server Hybrid Administrator), and Cisco CCNA certifications–credentials that validate your skills globally and accelerate employment in high-demand technology roles.

Build careers in software development, network administration, cybersecurity, web design, database management, cloud computing, or IT support. Learn programming in Java, Python, JavaScript, C++, Android app development, database design and SQL, network infrastructure configuration, ethical hacking, and user interface design with current industry tools.

Graduate ready for real-world technical challenges with credentials that open doors across South Africa and internationally.

With 87% of our graduates expressing satisfaction with the curriculum in ICT, Boston's industry-aligned programmes prepare you for professional success. Explore our Higher Education Programmes and Short Learning Programmes to find your pathway.

Diploma in Systems Development

Dip (Systems Development)

SAQA ID 91923, NQF Level 6, minimum 364 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Diploma in Systems Development prepares students to create real-world software solutions by developing strong skills in programming, database design, systems analysis, and the software development lifecycle. Emphasising practical, industry-aligned learning, the programme equips graduates to design secure and user-centred applications using modern tools and methodologies. Students emerge career-ready for roles such as software developer, systems analyst, or application programmer, with a solid foundation for further study in specialised ICT fields.

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

- **ENTRY REQUIREMENT**
  National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Diploma study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Boston Bachelor's Degree or Advanced Diploma.

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

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT101-1)
- Academic Literacy (HALP100-1)
- Systems Development 1 (Java) (HSYD100-1)
- IT Systems Management 1 (HISM100-1)

Semester B
- Computer Literacy Advanced (HCLT108-1)
- 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 (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.

Diploma in Network Systems

Dip (Network Systems)

SAQA ID 91921, NQF Level 6, minimum 364 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Diploma in Network Systems prepares students to design, maintain, and support computer networks and telecommunications systems while applying sound business and project management practices. Graduates will be able to use workplace applications effectively, manage organisational technology, and respond to diverse social and cultural needs, equipping them for careers in modern IT environments.

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

- **ENTRY REQUIREMENT**
  National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Diploma study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Boston Bachelor's Degree or Advanced Diploma.

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

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT101-1)
- Academic Literacy (HALP100-1)
- Systems Development 1 (Java) (HSYD100-1)
- IT Systems Management 1 (HISM100-1)

Semester B
- Computer Literacy Advanced (HCLT108-1)
- 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 (Microsoft Azure Fundamentals) (HNTS221-1)
- Network Systems 2B (Microsoft Azure Administrator) (HNTS222-1)

YEAR THREE MODULES

Semester A
- IT Systems Management 3 (Virtual Computing) (HISM300-1)
- Network Systems 3 (Linux+) (HNTS300-1)
- Praxis N3A (Ethical Hacking) (HPXN301-1)

Semester B
- Telecommunications 3 (Cisco™) (HTCP300-1)
- IT Project Management 3 (HIPM300-1)
- Praxis N3B (Cyber Law, Project Development & Execution) (HPXN302-1)

All modules are compulsory and must be passed.

Higher Certificate
Network Systems Practice

SAQA ID 124995, NQF Level 5, minimum 128 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

PURPOSE
The Higher Certificate in Network Systems Practice provides students with a strong foundation in computer networks, cloud technologies, and IT systems support. It combines practical technical training with communication and business skills, preparing graduates to analyse, maintain, and administer network environments. This qualification equips learners for entry-level roles in IT, networking, and systems administration.

MODULES

Semester A
- Computer Literacy 1 (HCLT1181)
- Academic Literacy (HALP1181)
- Technical Systems and Support (A+) (HTSS100-1)
- Introduction to Business Management (HBMN102-1)

Semester B
- Computer Literacy Advanced (HCLT108-1)
- Network + Preparation (N+) (HPXN1181)
- Microsoft Azure Fundamentals (HNTS1181)
- Praxis (Amazon Web Services Foundation Project) (HPXN1182)

All modules are compulsory and must be passed.

Higher Certificate
Software Development Practice

SAQA ID 123446, NQF Level 5, minimum 120 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

PURPOSE
The Higher Certificate in Software Development Practice provides students with the practical skills to design simple applications, work with databases, and understand networking basics. Emphasis is placed on teamwork, effective communication, and applying the software development life cycle. Graduates are prepared for entry-level roles in coding, technical support, and business-focused software solutions.

MODULES

Semester A
- Computer Literacy (Word, Outlook, Excel) (HCLT1182)
- Introduction to Business and Information Systems Management (HBIS1181)
- Software Technical Support (HSTS1181)
- Database Technology (HDBT1181)
- Introduction to Programming 1A (HIPG1181)

Semester B
- Version Control Systems and Project Management (HVSC1181)
- Technical Writing Skills for Software Developers (HTWS1181)
- Software Engineering (HSOE1181
- Introduction to Programming 1B (HIPG1182)
- Praxis (Basic Software Development Project) (HPXS1181)

All modules are compulsory and must be passed.

Please request the Fact Sheet for additional, detailed programme information.
Both programmes are offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision

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

ENTRY REQUIREMENT
National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Higher Certificate study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

FURTHER STUDY OPPORTUNITIES
Consider a Boston Diploma or Bachelor's Degree.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

Higher Certificate
Web & User Interface Design Practice

SAQA ID 121177, NQF Level 5, minimum 140 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

PURPOSE
The Higher Certificate in Web & User Interface Design Practice introduces students to the creative and technical foundations of digital product design. It develops knowledge of web publishing, interface design, and digital marketing while building practical skills in problem-solving, visualisation, and design software. Graduates are prepared for entry-level roles creating effective, user-focused digital experiences.

MODULES

Semester A
- Design Theory and Techniques (HDTT1181)
- Introduction to Visual Product and Brand Communication (HVPD1181)
- Digital Production 1A (HDP1181)
- Introduction to Programming Languages (HIPL1181)
- Web and App Design 1A (HWAD1181)

Semester B
- Digital Production 1B (HDP1182)
- Web & App Design 1B (HWAD1182)
- Web & App Design 1C (HWAD1183)
- Professional Practice (HPRAC1181)

All modules are compulsory and must be passed.

Higher Certificate
Game Design & Development Practice

SAQA ID 121165, NQF Level 5, minimum 130 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

PURPOSE
The Higher Certificate in Game Design and Development Practice introduces students to the creative and technical foundations of designing and developing games. It develops practical skills in programming, asset creation, and the use of industry-standard engines, while fostering teamwork and problem-solving. Graduates will be able to design, build, and publish playable games, preparing them for entry-level roles in the gaming industry.

MODULES

Semester A
- Computer Literacy (HCLT1191)
- Principles of Game Design (HPGD1181)
- Introduction to Game Scripting 1A (HIGS1181)
- Introduction to Digital Arts 1A (HIDA1181)
- Foundations of Game Engines 1A (HFGE1181)

Semester B
- Introduction to Game Scripting 1B (HIGS1182)
- Introduction to Digital Arts 1B (HIDA1182)
- Foundations of Game Engines 1B (HFGE1182)
- Creative Project: Game Production (HCPGP1181)

All modules are compulsory and must be passed.

Please request the Fact Sheet for additional, detailed programme information.
Both programmes are offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision

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

ENTRY REQUIREMENT
National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Higher Certificate study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

FURTHER STUDY OPPORTUNITIES
Consider a Boston Diploma or Bachelor's Degree.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

Microsoft Certified: Azure Administrator Associate

Pearson VUE
Authorised Test Centre

PURPOSE

The Microsoft Certified: Azure Administrator Associate prepares learners to confidently manage cloud environments using Microsoft Azure. Students gain practical skills in deploying and maintaining computing, storage, and networking resources while applying security, governance, and compliance principles. The certification emphasises cost management, monitoring, and backup strategies, equipping graduates for effective cloud administration in business and technology settings.

MODULES

	Exam Code
• Microsoft Certified: Azure Fundamentals*	AZ-900
• Microsoft Azure Administrator*	AZ-104

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

OPTIONAL: Learners may elect to sit for the International Microsoft exams, if they wish, in addition to the SLP requirements at Boston City Campus (VUE). 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.

Should the learner choose to sit for the international Microsoft exams, then on successful completion, the Learner will be issued:
A Microsoft Certified: Azure Fundamentals Credential Certificate from Microsoft (Internationally recognised)

A Microsoft Certified: Azure Administrator Associate Credential Certificate from Microsoft (Internationally recognised)

- **DURATION**
  The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

- **ENTRY REQUIREMENT**
  Open Entry

PROGRAMME CATEGORY
INSTITUTE LEARNING PROGRAMME /
BOSTON SHORT LEARNING PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Introduction to Coding

QUICK SKILLS ACQUISITION
Career ready in **6 months**

PURPOSE
This Introduction to Coding Short Learning Programme introduces learners to essential coding foundations needed for further study in programming and software development. It builds competence in spreadsheets, databases, and introductory Java-based systems development. Learners develop structured thinking, problem-solving skills, and a basic understanding of algorithms, preparing them for more advanced coding, data, and software development pathways in technology-driven academic or workplace environments.

MODULES
- Spreadsheets*
- Spreadsheets Advanced*
- Database*
- Systems Development 1 (Java)

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.

DURATION
The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES
Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Mobile App Development

QUICK SKILLS ACQUISITION
Career ready in **6 months**

PURPOSE
The Mobile App Development Short Learning Programme introduces learners to the fundamentals of mobile application development using Java and Android technologies. It develops structured programming skills, mobile UI concepts, application logic, and problem-solving techniques. Learners gain practical experience in building and understanding Android applications, preparing them for further studies in software development, mobile computing, and application-driven technology environments.

MODULES
- Systems Development 1 (Java)
- Android App Development

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.

Principles of Database Programming

QUICK SKILLS ACQUISITION
Career ready in **6 months**

PURPOSE

The Principles of Database Programming Short Learning equips learners with foundational and practical database programming skills. It introduces data analysis concepts, the Structured Query Language (SQL), and database technologies through applied learning. A practical project develops problem-solving, database design understanding, and real-world application skills. The programme prepares learners for further study or entry-level roles requiring database logic, structured data handling, and SQL competence.

MODULES

- Data Analytics Essentials**
- Database Programming (DB Technologies & SQL)*
- Practical Project*

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.

**The requirements for completing Cisco supported modules, including hosting learning activities, assessments, and issuing completion certificates, are available on the Cisco Networking Academy platform.

DURATION

The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT

Open Entry

PROGRAMME CATEGORY

BOSTON SHORT LEARNING PROGRAMME / INSTITUTE LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES

Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Software Specialist

PURPOSE

The Software Specialist Short Learning Programme develops strong computer literacy and confidence in using Windows-based applications. Students gain skills in word processing, spreadsheets, presentations, and internet navigation, alongside accurate typing. The programme prepares graduates to use technology effectively in diverse workplace settings, supporting efficient communication, problem-solving, and productivity in modern office environments.

MODULES

- Keyboarding*
- Introduction to PC**
- Windows**
- Word Processing**
- Word Processing Advanced**
- Spreadsheets**
- Spreadsheets Advanced**
- Presentation Graphics**
- Database**
- Understanding the Internet**
- Outlook**

All modules are compulsory unless otherwise specified 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.

Computer Clerk

PURPOSE

The Computer Clerk Short Learning Programme provides students with practical computer skills for modern office environments. It develops efficiency in touch typing, word processing, and spreadsheets, while building confidence in using Windows-based applications. Graduates are prepared to handle everyday administrative tasks accurately and professionally, supporting smooth office operations across a wide range of organisations.

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 unless otherwise specified 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.

DURATION

The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT

Open Entry

PROGRAMME CATEGORY

BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES

Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Data Capturer

PURPOSE

The Data Capturer Short Learning Programme develops practical skills in accurate and efficient information entry using modern computer applications. Students gain proficiency in touch typing, data processing, and the use of key Windows-based software. Graduates are prepared for entry-level roles requiring precision, speed, and workplace-ready computer literacy.

MODULES

- Keyboarding*
- Keyboarding Numeracy*
- Typing Speed Development*
- Introduction to PC**
- Windows**
- General Office Practice**
- Word Processing**
- Word Processing Advanced**
- Spreadsheets**

All modules are compulsory unless otherwise specified 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.

Computer Technician

PURPOSE

The Computer Technician Short Learning Programme develops essential skills for entry-level computer technicians. It introduces Windows functionality, technical support concepts, PC hardware, troubleshooting, and customer service principles necessary in IT support environments. Learners gain practical foundational competence in diagnosing, maintaining, and supporting desktop systems, preparing them for roles in IT helpdesks, technical support, or progression into advanced IT infrastructure learning pathways.

MODULES

- Windows*
- CompTIA A+*
- Principles of Customer Service*

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

OPTIONAL: Learners may elect to sit for the International CompTIA A+ exams, if they wish, in addition to the SLP requirements at Boston City Campus (VUE). 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 CompTIA.

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)**

- **DURATION**
  The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

- **ENTRY REQUIREMENT**
  Open Entry

PROGRAMME CATEGORY
INSTITUTE LEARNING PROGRAMME / BOSTON SHORT LEARNING PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

- Designated SLP required for specified learning pathways.

Networking Technician

PURPOSE

This programme equips learners with foundational networking and technical support skills needed for entry-level roles in IT infrastructure environments. It covers Windows, internet concepts, hardware support, networking fundamentals, and customer service. Learners gain practical competence in network setup, troubleshooting, and device configuration, preparing them for desktop support, junior networking roles, or progression into advanced networking and infrastructure pathways.

MODULES

- Windows*
- Understanding the Internet*
- CompTIA A+*
- Networking Essentials**
- CCNA**
- Principles of Customer Service*

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

**The requirements for completing Cisco supported modules, including hosting learning activities, assessments, and issuing completion certificates, are available on the Cisco Networking Academy platform.

OPTIONAL: Learners may elect to sit for the International CompTIA and Cisco exams, if they wish, in addition to the SLP requirements at Boston City Campus (VUE). 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 changes are at the discretion of CompTIA and Cisco.

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 Cisco Certified Support Technician (Networking) exam, then on successful completion, the Learner will be issued **a Certified Support Technician Credential Certificate from Cisco (CCST-N: Internationally recognised)**

Should the learner choose to sit for the International Cisco Certified Network Associate exam, then on successful completion, the Learner will be issued **a Certified Networking Associate Credential Certificate from Cisco (CCNA: Internationally recognised)**

Networking Specialist

PURPOSE

The Networking Specialist Short Learning Programme develops intermediate-level networking skills aligned to industry-recognised certifications. It provides learners with foundational knowledge of networking, professional networking competency, and an understanding of cloud environments. The programme prepares individuals for roles in network implementation, device configuration, cloud-connected networking, and infrastructure support, while enabling progression toward advanced certifications and specialised network engineering and cloud-networking career pathways.

MODULES

	Exam code
· Networking Essentials**	
· CCNA**	
· Microsoft Certified: Azure Fundamentals*	AZ-900
· Microsoft Azure Administrator*	AZ-104

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

**The requirements for completing Cisco supported modules, including hosting learning activities, assessments, and issuing completion certificates, are available on the Cisco Networking Academy platform.

OPTIONAL: Learners may elect to sit for the International Cisco and Microsoft exams, if they wish, in addition to the SLP requirements at Boston City Campus (VUE). 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 changes are at the discretion of Cisco and Microsoft.

Should the learner choose to sit for the International Cisco Certified Support Technician (Networking) exam, then on successful completion, the Learner will be issued **a Certified Support Technician Credential Certificate from Cisco (CCST-N: Internationally recognised)**

Should the learner choose to sit for the International Cisco Certified Network Associate exam, then on successful completion, the Learner will be issued **a Certified Networking Associate Credential Certificate from Cisco (CCNA: Internationally recognised)**

Should the learner choose to sit for the international Microsoft exams, then on successful completion, the Learner will be issued:
A Microsoft Certified: Azure Fundamentals Credential Certificate from Microsoft (Internationally recognised)

A Microsoft Certified: Azure Administrator Associate Credential Certificate from Microsoft (Internationally recognised)

DURATION

The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT

Open Entry

PROGRAMME CATEGORY

INSTITUTE LEARNING PROGRAMME / BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES

Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Cloud Computing Essentials

PURPOSE

The Cloud Computing Essentials Short Learning Programme introduces foundational concepts in cloud computing, networking principles, and core cloud technologies. Learners develop the skills needed to understand cloud environments, infrastructure models, and basic cloud services. The programme prepares individuals for entry-level roles in cloud support, technical assistance, or progression into professional cloud certifications and more advanced cloud computing and systems administration learning pathways.

MODULES

- Networking Essentials**
- CCNA**
- CompTIA Cloud Essentials*

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

**The requirements for completing Cisco supported modules, including hosting of learning activities and assessments, are available on the Cisco Networking Academy platform.

OPTIONAL: Learners may elect to sit for the International Cisco exams, if they wish, in addition to the SLP requirements at Boston City Campus (VUE). 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 Cisco.

Should the learner choose to sit for the International Cisco Certified Support Technician (Networking) exam, then on successful completion, the Learner will be issued **a Certified Support Technician Credential Certificate from Cisco (CCST-N: Internationally recognised)**

Should the learner choose to sit for the International Cisco Certified Network Associate exam, then on successful completion, the Learner will be issued **a Certified Networking Associate Credential Certificate from Cisco (CCNA: Internationally recognised)**

DURATION

The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT

Open Entry

PROGRAMME CATEGORY

INSTITUTE LEARNING PROGRAMME / BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES

Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Cloud Computing Professional

PURPOSE

The Cloud Computing Professional Short Learning Programme equips learners with advanced cloud knowledge through vendor-recognised certifications, covering cloud fundamentals, cloud administration, multi-cloud concepts, and professional cloud environments. It prepares individuals for technical roles that require cloud management, deployment, troubleshooting, and automation skills, while supporting progression into advanced cloud certifications, cloud architecture training, and enterprise-level cloud service implementation in modern digital organisations.

MODULES

	Exam code
• CompTIA Cloud+*	
• Microsoft Certified: Azure Fundamentals*	AZ-900
• Microsoft Azure Administrator*	AZ-104
• CompTIA CloudNetX*	

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

OPTIONAL: Learners may elect to sit for the International Microsoft and Cisco exams, if they wish, in addition to the SLP requirements at Boston City Campus (VUE). 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 changes are at the discretion of Microsoft and Cisco.

Should the learner choose to sit for the international Microsoft exams, then on successful completion, the Learner will be issued:
A Microsoft Certified: Azure Fundamentals Credential Certificate from Microsoft (Internationally recognised)

A Microsoft Certified: Azure Administrator Associate Credential Certificate from Microsoft (Internationally recognised)

Should the learner choose to sit for the International CompTIA exams, then on successful completion, the Learner will be issued
A Cloud+ Credential Certificate from CompTIA (Internationally recognised)

A CloudNetX Credential Certificate from CompTIA (Internationally recognised)

Cybersecurity Fundamentals

PURPOSE
The Cybersecurity Fundamentals Short Learning Programme introduces core infrastructure and cybersecurity foundations using hardware, networking, Linux, Python, and security concepts. Learners build practical skills for configuring devices, understanding network traffic, working in Linux environments, writing basic Python scripts, and recognising common cyber risks. It prepares them for entry-level support roles or further specialist cybersecurity study within modern organisations today.

MODULES
- IT Essentials**
- Networking Essentials**
- CCNA**
- Linux Essentials**
- Python Essentials 1**
- Introduction to Cybersecurity**
- Cybersecurity Essentials**

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

**The requirements for completing Cisco supported modules, including hosting learning activities, assessments, and issuing completion certificates, are available on the Cisco Networking Academy platform.

OPTIONAL: Learners may elect to sit for the International Cisco and Python exams, if they wish, in addition to the SLP requirements at Boston City Campus (VUE). 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 changes are at the discretion of Cisco and the Programming Institute.

Should the learner choose to sit for the International Cisco Certified Support Technician (Networking) exam, then on successful completion, the Learner will be issued **a Certified Support Technician Credential Certificate from Cisco (CCST-N: Internationally recognised)**

Should the learner choose to sit for the International Cisco Certified Network Associate exam, then on successful completion, the Learner will be issued **a Certified Networking Associate Credential Certificate from Cisco (CCNA: Internationally recognised)**

Should the learner choose to sit for the International Cisco Linux Essentials exam, then on successful completion, the Learner will be issued **a Certified LPI Linux Essentials Certificate (LPI: Internationally recognised)**

Should the learner choose to sit for the International PCEP Python Essentials 1 exam, then on successful completion, the Learner will be issued **a Certified Entry-Level Python Programmer Certificate (PCEP: Internationally recognised)**

Should the learner choose to sit for the International Cisco Certified Support Technician (Cybersecurity) exam, then on successful completion, the Learner will be issued **a Certified Support Technician (Cybersecurity) Credential Certificate from Cisco (CCST-C: Internationally recognised)**

DURATION
The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
INSTITUTE LEARNING PROGRAMME / BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES
Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Cybersecurity Professional

PURPOSE
The Cybersecurity Professional Short Learning Programme prepares learners for advanced roles in cybersecurity operations, threat detection, ethical hacking, and defensive security environments. It develops specialised skills through elective pathways, combined with compulsory professional security certification. Learners gain the competence required to analyse threats, detect vulnerabilities, support SOC operations, and apply industry-recognised practices across enterprise cybersecurity environments.

MODULES
- CompTIA SecurityX*

Choose one of the following electives:
- CyberOps Associate**
- Ethical Hacker**
- Network Security**

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

**The requirements for completing Cisco supported modules, including hosting learning activities, assessments, and issuing completion certificates, are available on the Cisco Networking Academy platform.

OPTIONAL: Learners may elect to sit for the International CompTIA and Cisco exams, if they wish, in addition to the SLP requirements at Boston City Campus (VUE). 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 changes are at the discretion of CompTIA and Cisco.

Should the learner choose to sit for the International CompTIA exam, then on successful completion, the Learner will be issued **a SecurityX Credential Certificate from CompTIA (Internationally recognised)**

Should the learner choose to sit for the International Cisco Certified CyberOps Associate exam, then on successful completion, the Learner will be issued **a Certified Cybersecurity Associate Certificate from Cisco (Internationally recognised)**

Should the learner choose to sit for the International Cisco Certified Ethical Hacking exam, then on successful completion, the Learner will be issued **an Ethical Hacking Certificate from Cisco (Internationally recognised)**

Coding for Data and Web Applications

PURPOSE
The Coding for Data and Web Applications Short Learning Programme introduces learners to data-oriented programming and essential web development skills. It develops competence in Python, JavaScript, and foundational data science concepts. Learners gain practical coding skills applicable to data processing, web scripting, and entry-level software tasks, forming a solid foundation for specialised learning in data engineering, full-stack development, or advanced programming pathways in technology-driven environments.

MODULES
- Introduction to Data Science**
- Python Essentials 1**
- Python Essentials 2**
- JavaScript Essential 1**
- JavaScript Essential 2**

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

**The requirements for completing Cisco supported modules, including hosting learning activities, assessments, and issuing completion certificates, are available on the Cisco Networking Academy platform.

OPTIONAL: Learners may elect to sit for the International Cisco, Python, JavaScript exams, if they wish, in addition to the SLP requirements at Boston City Campus (VUE). 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 changes are at the discretion of Cisco and the Programming Institutes.

Should the learner choose to sit for the International PCEP Python Essentials 1 exam, then on successful completion, the Learner will be issued **a Certified Entry-Level Python Programmer Certificate (PCEP: Internationally recognised)**

Should the learner choose to sit for the International PCAP Python Essentials 2 exam, then on successful completion, the Learner will be issued **a Certified Associate Python Programmer Certificate (PCAP: Internationally recognised)**

Should the learner choose to sit for the International Cisco JavaScript Essentials 1 exam, then on successful completion, the Learner will be issued **a Certified Entry-Level JavaScript Programmer Certificate (JSE: Internationally recognised)**

Should the learner choose to sit for the International Cisco JavaScript Essentials 2 exam, then on successful completion, the Learner will be issued **a Certified Associate JavaScript Programmer Certificate (JSA: Internationally recognised)**

DURATION
The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
INSTITUTE LEARNING PROGRAMME / BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES
Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Applied C++ Coding for Software and Systems

PURPOSE
The Applied C++ Coding for Software and Systems Short Learning Programme builds applied programming skills using C++ for software and systems development. Learners develop object-oriented programming competence, problem-solving ability, and practical coding techniques relevant to modern software and embedded systems. The programme prepares individuals for advanced programming study, entry-level software development work, and specialised pathways in systems programming, automation, and performance-centric computing environments.

MODULES
- C++ Essentials**
- C++ Essentials 2**
- C++ Advanced**

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

**The requirements for completing Cisco supported modules, including hosting learning activities, assessments, and issuing completion certificates, are available on the Cisco Networking Academy platform.

OPTIONAL: Learners may elect to sit for the International C++ exams, if they wish, in addition to the SLP requirements at Boston City Campus (VUE). 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 the Programming Institute.

Should the learner choose to sit for the International C++ Essentials exam, then on successful completion, the Learner will be issued **a Certified C++ Entry-Level Programmer Certificate (CEP: Internationally recognised)**

Should the learner choose to sit for the International C++ Essentials 2 exam, then on successful completion, the Learner will be issued **a Certified C++ Associate Programmer Certificate (CPA: Internationally recognised)**

Should the learner choose to sit for the International C++ Advanced exam, then on successful completion, the Learner will be issued **a Certified C++ Professional Programmer Certificate (CPP: Internationally recognised)**

Data Science Essentials

PURPOSE

The Data Science Essentials Short Learning Programme introduces essential data science concepts, analytical skills, and foundational IT knowledge for data-driven environments. Learners develop abilities in data interpretation, analytics tools, Python-based processing, and understanding data structures. The programme prepares individuals for entry-level data roles or further progression into advanced analytics, machine learning, and modern applied data science pathways across diverse technology-enabled industries.

MODULES

- CompTIA A+*
- Networking Essentials**
- Introduction to Data Science**
- Data Analytics Essentials**
- Data Science Essentials with Python**
- CompTIA DataX*

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

**The requirements for completing Cisco supported modules, including hosting learning activities, assessments, and issuing completion certificates, are available on the Cisco Networking Academy platform.

OPTIONAL: Learners may elect to sit for the International CompTIA A+, DataX, and Cisco CCST-N, exams, if they wish, in addition to the SLP requirements at Boston City Campus (VUE). 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 changes are at the discretion of CompTIA and Cisco.

Should the learner choose to sit for the International CompTIA A+ exams, then on successful completion, the Learner will be issued:
An A+ Credential Certificate from CompTIA (Internationally recognised)
A DataX Credential Certificate from CompTIA (Internationally recognised)

Should the learner choose to sit for the International Cisco Certified Support Technician (Networking) exam, then on successful completion, the Learner will be issued **a Certified Support Technician Credential Certificate from Cisco (CCST-N: Internationally recognised)**

DURATION

The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT

Open Entry

PROGRAMME CATEGORY

INSTITUTE LEARNING PROGRAMME / BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES

Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Artificial Intelligence (AI)

PURPOSE

The Artificial Intelligence Short Learning Programme offers foundational insights into artificial intelligence concepts, practical techniques, and AI applications in modern organisations. Learners explore AI tools, big data principles, automated decision-making, and the capabilities of intelligent systems. It prepares individuals for early-career roles involving AI-supported tasks, digital innovation, and analytical problem-solving, as well as further study in intelligent technologies and emerging AI-driven professional fields.

MODULES

- CompTIA AI Essentials*
- CompTIA AI Prompting Essentials*
- Introduction to Modern AI**
- Introduction to Big Data and AI in Management*

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

**The requirements for completing Cisco supported modules, including hosting learning activities, assessments, and issuing completion certificates, are available on the Cisco Networking Academy platform.

IoT and Industrial Automation

PURPOSE
The IoT and Industrial Automation Short Learning Programme provides foundational knowledge and practical skills in networking, automation, industrial cybersecurity, IoT technologies, and DevNet concepts. Learners gain competence in Python, industrial protocols, automation environments, and Cisco platform development. The programme prepares individuals for entry-level roles in industrial networking, automation support, IoT integration, and operational technology environments across manufacturing, energy, and digitally transforming industries.

MODULES
- Networking Essentials**
- Python Essentials 1**
- Cisco DevNet Associate**
- Industrial Networking Essentials**
- Industrial Cybersecurity Essentials**
- Industrial IoT and Control Systems in Energy**
- Industrial IoT and Control Systems in Manufacturing**

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

**The requirements for completing Cisco supported modules, including hosting learning activities, assessments, and issuing completion certificates, are available on the Cisco Networking Academy platform.

OPTIONAL: Learners may elect to sit for the International Cisco and Python exams, if they wish, in addition to the SLP requirements at Boston City Campus (VUE). 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 changes are at the discretion of Cisco and the Programming Institute.

Should the learner choose to sit for the International Cisco Certified Support Technician (Networking) exam, then on successful completion, the Learner will be issued **a Certified Support Technician Credential Certificate from Cisco (CCST-N: Internationally recognised)**

Should the learner choose to sit for the International Cisco Certified DevNet DEVASC exam, then on successful completion, the Learner will be issued **a Certified DevNet Associate: Developing Applications and Automating Workflows using Cisco Platforms Credential Certificate from Cisco (DEVASC: Internationally recognised)**

Should the learner choose to sit for the International PCEP Python Essentials 1 exam, then on successful completion, the Learner will be issued **a Certified Entry-Level Python Programmer Certificate (PCEP: Internationally recognised)**

- **DURATION**
  The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

- **ENTRY REQUIREMENT**
  Open Entry

PROGRAMME CATEGORY
INSTITUTE LEARNING PROGRAMME / BOSTON SHORT LEARNING PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Web Design and Development

PURPOSE
This Web Design and Development Short Learning Programme develops industry-aligned web design and front-end development skills, preparing learners for two international WDA web development certification exams. It covers essential digital workplace tools, as well as core technical competencies in HTML and CSS. Learners gain practical ability to create structured webpages, apply styling principles, and build professional, standards-based web content for modern online environments.

MODULES
- Introduction to PC*
- Understanding the Internet*
- Windows*
- Word Processing*
- Presentation Graphics*
- Database*
- HTML Essentials**
- CSS Essentials**

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

**The requirements for completing Cisco supported modules, including hosting learning activities, assessments, and issuing completion certificates, are available on the Cisco Networking Academy platform.

OPTIONAL: Learners may elect to sit for the International WDA Certified Entry-Level Web Developer (HTML Essentials) and WDA Certified Associate Web Developer (CSS Essentials) exams, if they so wish, in addition to the SLP requirements at Boston City Campus (VUE). 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 the Programming Institute.

Should the learner choose to sit for the International exams, then on successful completion, the Learner will be issued:
A Certified: Entry-Level Web Developer Credential Certificate (WDE: Internationally recognised)

A Certified: Associate Web Developer Credential Certificate (WDA: Internationally recognised)

Continuous Professional Development with Cisco

Self-paced, Online, International Credentials

QUICK SKILLS ACQUISITION
Career ready in **6 months**

PURPOSE

The Continuous Professional Development with Cisco Short Learning Programmes offers flexible, self-paced online learning that builds globally recognised IT and networking skills. Covering areas such as networking, cybersecurity, programming, Internet of Things, and Linux, it prepares learners for international Cisco credentials and industry roles. Graduates gain practical, career-relevant expertise to advance in technology-driven environments worldwide. Please request the Fact Sheet for additional, detailed course information.

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

MODULES

- IT Essentials
- Network Essentials
- CCNA: Introduction to Networking
- CCNA: Switching, Routing and Wireless Essentials
- CCNA: Enterprise Networking, Security and Automation

CISCO CERTIFIED NETWORK PROFESSIONAL (CCNP)

MODULES

- CCNP Enterprise: Core Networking (ENCOR)
- CCNP Enterprise: Advanced Routing (ENARSI)

THE INTERNET OF THINGS (IOT)

MODULES

- IT Essentials
- Network Essentials
- Introduction to IoT
- IoT Fundamentals: Connecting Things
- IoT Fundamentals: Big Data & Analytics
- IoT Security

CISCO CERTIFIED CYBEROPS ASSOCIATE

MODULES

- Introduction to Cybersecurity
- Cybersecurity Essentials
- C Certified CyberOps Associate

JAVA SCRIPT PROGRAMMING

MODULES

- JavaScript Essentials

PYTHON PROGRAMMING

MODULE

- Python Programming

C PROGRAMMING (CLA)

MODULES

- C Programming Language Certified Associate (CLA)
- C Certified Professional Programmer (CLP)

C++ PROGRAMMING

MODULES

- C++ Certified Associate Programmer (CPA)
- C++ Certified Professional Programmer (CPP)

CISCO CERTIFIED DEVNET ASSOCIATE

MODULES

- Networking Essentials
- Programming Essentials in Python (PCAP)
- C Certified DevNet Associate

LINUX

MODULES

- Linux Essentials
- Linux I
- Linux II

DURATION
The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for a Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
INSTITUTE LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES
Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Continuous Professional Development Certifications

International Certifications offered online and supported by qualified facilitators

Pearson VUE Authorised Test Centre

INSTITUTE	CERTIFICATION	EXAM
CompTIA	A+	220-1201 (Core 1) & 220-1202 (Core 2)
	Network+	N10-009
	CySA+	CS0-003
	Security+	SY0-701
	Linux+	XK0-005
	Project+	PK0-005
	Data+	DA0-001
	Cloud+	CY0-004
	CloudNetX	CNX-001
	SecurityX	CAS-005
	PenTest+	PT0-003
	DataSys+	DS0-001
	DataX	DY0-001
Microsoft	Microsoft Certified: Azure Administrator Associate	AZ-900, AZ-104
CISCO	CCNA	200-301
	CCNA CyberOps (Cybersecurity)	200-201 CBROPS
	CCNA DevNet Associate (Automation)	200-901 DEVASC
	CCNP Enterprise	350 -401 ENCOR, 300-410 ENARSI
	Cisco Certified Support Technician (Networking)	100-150 CCST
	PCEP: Certified Entry-level Python Programmer	PCEP 30-02
	PCAP - Certified Associate in Python Programming	PCAP 31-03
	JSE: Certified Entry-Level JavaScript Programmer	JSE 40-01
	JSA - Certified Associate JavaScript Programmer	JSA 41-01
	CLE - C Certified Entry-Level Programmer	CLE 10-01
	CLA - C Certified Associate Programmer	CLA 11-02
	CLP – C Certified Professional Programmer	CLP 11-01
	CPE - C++ Certified Entry-level Programmer	CPE 20-01
	CPA - C++ Certified Associate Programmer	CPA 21-02
	CPP - C++ Certified Professional Programmer	CPP 22-02
	WDA - Certified Entry-Level Web Developer	WDE 30-01
	WDA - Certified Associate Web Developer	WDA 31-01
	Cisco Certified Support Technician (Cybersecurity)	100-160 CCST

EXAM VENUES
Choose one of the Boston City Campus Support Centres as your examination venue when you book online via Pearson Vue for your International Certification.

PROGRAMME CATEGORY
INSTITUTE LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES
Consider Boston City Campus for other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

8. Law & Human Resources

Study toward admission to the legal profession with Boston's LLB degree or build a strong foundation in law, compliance, and governance through our FSCA-recognised BCom in Law degree. From law to HR management to paralegal practice, our programmes equip you for careers where legal knowledge, workplace justice, and human capital strategy meet.

Develop expertise in constitutional law, labour law, company law, criminal law, and business ethics. Paralegal programmes teach legal research, document preparation, case management, and community legal education. HR qualifications cover industrial relations, workplace psychology, recruitment, performance management, and strategic workforce planning at undergraduate and postgraduate levels.

Career opportunities include roles in corporate legal departments, HR consultancies, law firms, compliance offices, and government agencies. Graduates can pursue various paths, such as those of a Legal Practitioner, including attorney, advocate, in-house counsel, paralegal, or a role in HR management, as an HR manager, labour relations specialist, or compliance officer.

With 97% of our graduates expressing satisfaction with the curricula in the Law and Human Resources programmes, Boston's industry-aligned programmes prepare you for professional success. Explore our Higher Education Programmes and Short Learning Programmes to find your pathway.

Bachelor of Laws

LLB

SAQA ID 122702, NQF Level 8, minimum 540 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Bachelor of Laws (LLB) develops a strong understanding of law and its role in shaping society, politics, and the economy. Students gain insight into constitutional values, ethical practice, and transformative justice. The qualification builds research, communication, and digital skills, preparing graduates for responsible legal, professional, and leadership roles in South Africa and beyond.

- **DURATION**
  Based on the credits and notional hours of this qualification, the minimum duration is four years, and the maximum duration is nine years of study.

- **ENTRY REQUIREMENT**
  National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Bachelor's study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

Boston graduates who meet the eligibility criteria will be eligible to join the Golden Key National Honour Society

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Boston Postgraduate Programme.

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

YEAR ONE MODULES

Semester A
- Introduction to Law (HITL130-1)
- Computer Literacy 1: Introduction for Law Students (HCLT133-1)
- English Foundations for Law Students (HENG130-1)
- Law within Society: Introduction to Social Sciences (HLSOC130-1)

Semester B
- Constitutional Law 1 (HCON130-1)
- Accounting for Law Students (HACC130-1)
- Introduction to Civil Procedure (HCIV130-1)
- Academic Literacy for Law Students (HALL130-1)
- Law of Persons (HLOP130-1)

YEAR TWO MODULES

Semester A
- African Customary Law (HACL230-1)
- Law of Property (HLPR230-1)
- Family Law (HFAM230-1)
- Legal Research, Legal Writing and Statutory Interpretation (HLRW230-1)
- Criminal Law 1: An Introduction (HCRI230-1)

Semester B
- Law of Insolvency (HINS230-1)
- Criminal Law 2: Criminal Procedure (HCRI231-1)
- Constitutional Law 2 (HCON230-1)
- Company Law 1: A Practical Introduction (HCML230-1)

Choose one of the following electives:
- Sociology (HLSOC230-1)
- Introduction to Anthropology (HLSOC231-1)

YEAR THREE MODULES

Semester A
- Computer Literacy 2: For Legal Practitioners (HCLT330-1)
- Labour Law (HLAB330-1)
- Contract Law 1 (HCOT330-1)
- Law of Succession (HSUC330-1)

Semester B
- Contract Law 2: Specific Contracts (HCOT331-1)
- Civil Procedure (HCIV330-1)
- Law of Delict (HDEL330-1)
- Jurisprudence, Philosophy, Legal Ethics (HJPL330-1)
- Alternative Dispute Resolution in South Africa (HADR330-1)

YEAR FOUR MODULES

Semester A
- International Law (HINTL440-1)
- Company Law 2 (HCML440-1)
- Law of Evidence (HEVI440-1)
- Street Law (HSTR440-1)

Choose one of the following electives:
- Taxation (HTAX440-1)
- Sports Law (HSPO440-1)

Semester B
- Simulation: Mock trial, mediation and/or arbitration (HMOCK440-1)
- Cyber Law & Information Technology Contracts (HCYL440-1)
- Administrative Law (HADM440-1)
- Research Dissertation (HRID440-1)

Choose one of the following electives:
- Intellectual Property Law (HIPL440-1)
- Competition Law (HCOM440-1)

All core modules and required electives are compulsory and must be passed.

Bachelor of Commerce in Law

BCom (Law)

SAQA ID 104712, NQF Level 7, minimum 384 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Bachelor of Commerce in Law develops a strong foundation in business management and financial principles alongside in-depth knowledge of South African law. Students gain practical computer skills, learn to apply legal and commercial concepts in real contexts, and develop ethical awareness and problem-solving abilities–preparing graduates for careers at the intersection of law, business, and society.

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

- **ENTRY REQUIREMENT**
  National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Bachelor's study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

Boston graduates who meet the eligibility criteria will be eligible to join the Golden Key National Honour Society

- **FURTHER STUDY OPPORTUNITIES**
  Consider the Boston Bachelor of Laws (LLB), a Boston Postgraduate Diploma or Advanced Diploma.

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

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT130-1)
- Academic Literacy for Law Students (HALL130-1)
- Introduction to Law (HITL130-1)
- Business Management 1 (HBMN130-1)
- Accounting Principles (HACP130-1)

Semester B
- Computer Literacy Advanced (HCLT131-1)
- Law of Persons (HLOP130-1)
- African Customary Law (HACL230-1)
- Criminal Law 1: An Introduction (HCRI230-1)
- Economics 1 (HECO130-1)

YEAR TWO MODULES

Semester A
- Law of Insolvency (HINS230-1)
- Business Management (HBMN230-1)
- Financial Accounting 1 (HFAC130-1)
- Family Law (HFAM230-1)

Semester B
- Law of Property (HLPR230-1)
- Legal Research, Legal Writing and Statutory Interpretation (HLRW230-1)
- Law of Delict (HDEL330-1)
- Introduction to Cost and Management Accounting (HMAC200-1)

YEAR THREE MODULES

Semester A
- Legal Aspects of Contract and Labour Law (HLAC330-1)
- Law of Taxation (HLTX330-1)
- Law of Succession (HSUC330-1)
- Business Management 3 (HBMN333-2)
- Financial Management (HFMN330-1)

Semester B
- Foundations of Company and Competition Law (HFCC330-1)
- Strategic Human Resource Management (HBMN334-1)
- Constitutional Law (HCONL330-1)
- Alternative Dispute Resolution in South Africa (HADR330-1)
- Work Integrated Learning (HWBLW330-1)

All modules are compulsory and must be passed.

Higher Certificate

Paralegal Practice

SAQA ID 118171, NQF Level 5, minimum 140 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

PURPOSE

The Higher Certificate in Paralegal Practice provides students with foundational knowledge of South African law and legal procedures, alongside practical skills in research, communication, and office administration. Graduates will be able to support legal professionals, assist clients, apply alternative dispute resolution methods, and uphold ethical standards–preparing them for effective roles in paralegal and legal support environments.

MODULES

Semester A

- Computer Literacy (HCLT1181)
- Academic Literacy for Law Students (HALL130-1)
- Introduction to South African Law (HISL130-1)
- The Constitution and Human Rights (HCHR1181)
- Paralegal Practice (HPPR1181)

Semester B

- Legal Writing Skills (HLWS130-1)
- Conveyancing Practice (HPPC1181)
- Recoveries and Debt Collection (HRDC1181)
- Alternative Dispute Resolution Practice (HADR1181)
- Introduction to Legal Office Practice and Procedures (HWCPLP1181)

All modules are compulsory and must be passed.

Please request the Fact Sheet for additional, detailed programme information. This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision

DURATION

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

ENTRY REQUIREMENT

National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Higher Certificate study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

FURTHER STUDY OPPORTUNITIES

Consider a Boston Diploma or Bachelor's Degree.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

Conveyancing Secretary

PURPOSE
The Conveyancing Secretary Short Learning Programme prepares students with strong computer skills, knowledge of the South African legal system and contract law, and specialised expertise in property transfer processes. Students also develop customer service and client-relations abilities, enabling them to work confidently in legal practices and property environments as effective support professionals.

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.

DURATION
The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES
Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Executive Secretary Legal

PURPOSE
The Executive Secretary Legal Short Learning Programme equips students with strong administrative and computer skills for modern business environments. It builds knowledge of legal office practice, customer service, and workplace operations, while developing competence in executive secretarial duties. Graduates will be prepared to support legal professionals effectively and contribute to efficient organisational functioning.

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.

Paralegal

PURPOSE

The Paralegal Short Learning Programme develops practical computer skills, a clear grasp of how law functions in society, and an understanding of key legal fields. Students learn to identify and research legal issues, support others in knowing their rights, and contribute to fair access to justice, especially for disadvantaged individuals.

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.

DURATION
The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES
Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

Designated SLP required for specified learning pathways.

Bachelor of Commerce Honours in Human Resource Management

BComHons (Human Resource Management)

SAQA ID 124713, NQF Level 8, minimum 120 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Bachelor of Commerce Honours in Human Resource Management develops advanced expertise in managing people, organisational behaviour, and workplace strategy. Students gain practical knowledge in labour relations, ethics, corporate governance, and human resource technology while building research and problem-solving skills. The programme prepares graduates to address complex workforce challenges and contribute to sustainable organisational success.

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

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

PROGRAMME CATEGORY
BOSTON POSTGRADUATE PROGRAMME

Boston graduates who meet the eligibility criteria will be eligible to join the Golden Key National Honour Society

- **FURTHER STUDY OPPORTUNITIES**
  Consider the Boston Master of Business Administration.

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

CHOOSE BETWEEN THREE FLEXIBLE STUDY OPTIONS

TWELVE MONTH STUDY PROGRAMME

YEAR ONE MODULES

Semester A
- Strategic Human Resource Management (HSHR550-1)
- Advanced Labour Relations and Labour Law (HLRL550-1)
- Strategic Business Ethics and Corporate Governance (HSBE550-1)
- Business Research Methodology (HBRM550-1)
- Advanced Labour Markets (Economics) (HALM550-1)

Semester B
- Advanced Organisational Behaviour (HAOB550-1)
- Strategic Human Resource Development (Performance and Reward Management) (HSRD550-1)
- Strategic Human Resource Metrics and Analytics (E-HRM) (HSRM550-1)
- Research Project (HHRP550-1)

EIGHTEEN MONTH STUDY PROGRAMME

YEAR ONE MODULES

Semester A
- Strategic Human Resource Management (HSHR550-1)
- Advanced Labour Relations and Labour Law (HLRL550-1)
- Strategic Business Ethics and Corporate Governance (HSBE550-1)

Semester B
- Business Research Methodology (HBRM550-1)
- Advanced Labour Markets (Economics) (HALM550-1)
- Advanced Organisational Behaviour (HAOB550-1)

YEAR TWO MODULES

Semester A
- Strategic Human Resource Development (Performance and Reward Management) (HSRD550-1)
- Strategic Human Resource Metrics and Analytics (E-HRM) (HSRM550-1)
- Research Project (HHRP550-1)

TWENTY-FOUR MONTH STUDY PROGRAMME

YEAR ONE MODULES

Semester A
- Strategic Human Resource Management (HSHR550-1)
- Advanced Labour Relations and Labour Law (HLRL550-1)

Semester B
- Strategic Business Ethics and Corporate Governance (HSBE550-1)
- Business Research Methodology (HBRM550-1)

YEAR TWO MODULES

Semester A
- Advanced Labour Markets (Economics) (HALM550-1)
- Advanced Organisational Behaviour (HAOB550-1)
- Strategic Human Resource Development (Performance and Reward Management) (HSRD550-1)

Semester B
- Strategic Human Resource Metrics and Analytics (E-HRM) (HSRM550-1)
- Research Project (HHRP550-1)

All modules are compulsory and must be passed

Bachelor of Commerce in Human Resource Management

BCom (Human Resource Management)

SAQA ID 115958, NQF Level 7, minimum 372 credits

ACCREDITED PROGRAM

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Bachelor of Commerce in Human Resource Management develops graduates with the knowledge and practical skills to manage people effectively in diverse workplaces. Students gain expertise in HR strategy, labour relations, employee well-being, analytics, and legal compliance, preparing them for leadership roles that align people management with organisational goals and drive sustainable business performance.

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

- **ENTRY REQUIREMENT**
  National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Bachelor's study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

Boston graduates who meet the eligibility criteria will be eligible to join the Golden Key National Honour Society

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Boston Postgraduate Diploma or Advanced Diploma.

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

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT130-1)
- Academic Literacy (HALT130-1)
- Human Resource Management 1 (HHRM130-1)
- Business Management 1 (HBMN130-1)

Semester B
- Computer Literacy Advanced (HCLT131-1)
- Commercial Law 1 (HLWC1181)
- Economics 1 (HECO130-1)
- Accounting Principles (HACP130-1)
- Human Resource Development 1 (HHRD130-1)

YEAR TWO MODULES

Semester A
- Human Resource Management 2 (HHRM230-1)
- Financial Accounting 1 (HFAC130-1)
- Workplace Psychology (HPSW230-1)
- Employee Relations & Labour Law 2 (HERL230-1)

Semester B
- Business Management 2 (HBMN230-1)
- Introduction to Cost and Management Accounting (HMAC200-1)
- Business Ethics (HBMN231-1)
- Organisational Development & Skills Administration (HHRD230-1)

YEAR THREE MODULES

Semester A
- Human Resource Management 3A (International HRM) (HHRM331-1)
- Employee Relations and Labour Law 3 (HERL330-1)
- Financial Management (HFMN330-1)
- Research Methods (HRMB330-1)

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

All modules are compulsory and must be passed.

Diploma in Human Resource Management

Dip (Human Resource Management)

SAQA ID 90719, NQF Level 6, minimum 366 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision.

- **PURPOSE**
  The Diploma in Human Resource Management prepares students to support and lead people-focused functions in organisations. It develops practical computer, financial, and project management skills alongside strong knowledge of labour practices, organisational development, and data analysis. Graduates will be able to manage diverse workplace needs with cultural awareness, ethical responsibility, and real-world problem-solving ability.

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

- **ENTRY REQUIREMENT**
  National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Diploma study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider a Boston Bachelor's Degree or Advanced Diploma.

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

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT101-1)
- Academic Literacy (HALP100-1)
- Human Resource Management 1 (HHRM100-1)
- Public Relations 1 (HPR1181)

Semester B
- Computer Literacy Advanced (HCLT108-1)
- Fundamentals of Accounting (HFOA100-1)
- 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 (HLWL200-1)
- 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.

Higher Certificate

Human Resource Management Practice

SAQA ID 101818, NQF Level 5, minimum 122 credits

ACCESSIBLE ANYTIME ANYWHERE!
Online Mediated Distance Learning

PURPOSE

The Higher Certificate in Human Resource Management Practice provides students with a strong foundation in workplace technology, people management, and organisational development. It develops practical skills in recruitment, motivation, and employee relations, while fostering cultural awareness and responsiveness to social needs. Graduates are prepared for entry-level roles supporting human resources functions in diverse organisations.

MODULES

Semester A

- Computer Literacy (HCLT1181)
- Academic Literacy (HALP1181)
- Human Resource Functions (HHRF1181)
- Introduction to Industrial Psychology 1 (HIND1181)

Semester B

- Introduction to Socioeconomics (HSEC1181)
- Organisational Development (HODV1181)
- Human Resource Training and Development (HHTD1181)
- Work Integrated Learning (HWCHRP1181)

All modules are compulsory and must be passed.

Please request the Fact Sheet for additional, detailed programme information. This programme is offered by the Boston City Campus Head Office in an open distance e-learning (ODeL) mode of provision

DURATION

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

ENTRY REQUIREMENT

National Senior Certificate (NSC) or National Certificate (Vocational) (NC(V)) with English passed and endorsed for Higher Certificate study; or a pre-2009 Senior Certificate with English. For alternative admission pathways and advanced placement options, please refer to the Fact Sheet.

FURTHER STUDY OPPORTUNITIES

Consider a Boston Diploma or Bachelor's Degree.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

9. Lifestyle & Digital Music

Learn digital music production from industry-recognised house producers, composers, and DJs teaching cutting-edge techniques. Study DJ'ing Fundamentals, Digital DJ'ing on RekordBox, Music Production (from studio to stage), and The Business of Music—covering both creative mastery and industry entrepreneurship.

Master modern production techniques, mixing, beat-making, and audio engineering using professional software and equipment. Learn DJ fundamentals, including track selection, seamless transitions, crowd engagement, and performance skills. Understand the music business: key industry players, revenue streams, marketing strategies, and how to monetise your creative talent.

Delivered through blended learning at six Boston support centres with hands-on access to professional equipment. Whether you're an aspiring DJ, nascent producer, or music entrepreneur, graduate with technical skills, creative abilities, and business knowledge to thrive in South Africa's competitive music industry.

From Studio to Stage: Fundamentals of Music Production

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

ONLY AVAILABLE at selected Boston Branches

PURPOSE
The From Studio to Stage: Fundamentals of Music Production Short Learning Programme introduces students to the creative and technical processes behind modern music-making. It blends practical skills in digital production with an understanding of diverse genres, cultural influences, and industry structures. Students gain tools to create original work, protect their artistry, and navigate local and global music markets.

MODULES
- Introduction to Music Production
- How To (Exploring South African and international music genres)
- Advanced Production Techniques
- The Business of Music

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

- **DURATION**
  The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.
- **ENTRY REQUIREMENT**
  Open Entry
- **PROGRAMME CATEGORY**
  BOSTON SHORT LEARNING PROGRAMME
- **FURTHER STUDY OPPORTUNITIES**
  Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

DJ'ing Fundamentals

QUICK SKILLS ACQUISITION
Career ready in **6 months**

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

ONLY AVAILABLE at selected Boston Branches

PURPOSE
The DJ'ing Fundamentals Short Learning Programme introduces students to the history and cultural impact of DJ'ing while building practical skills with professional equipment. Students learn how to manage music libraries, use tempo and pitch creatively, apply effects, and arrange tracks effectively. The course prepares aspiring DJs to shape mood, energy, and audience experience in live performance.

MODULES
- DJ'ing Practice

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

Digital DJ'ing on RekordBox

QUICK SKILLS ACQUISITION
Career ready in **6 months**

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

PURPOSE
The Digital DJ'ing on Rekordbox Short Learning Programme introduces students to professional DJ software and performance techniques. Learners gain practical skills in mixing, artist branding, and troubleshooting, while also preparing for radio and live performances. The programme equips aspiring DJs with technical proficiency and creative confidence to build successful careers in the music industry.

MODULES
- Digital DJ 101

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

- **DURATION**
  The recommended minimum period is two to four weeks per module with a maximum duration of eleven months for the Short Learning Programme, dependent on the Learners' control over time, place, and pace.

- **ENTRY REQUIREMENT**
  Open Entry

- **PROGRAMME CATEGORY**
  BOSTON SHORT LEARNING PROGRAMME

- **FURTHER STUDY OPPORTUNITIES**
  Consider other complementary Short Learning Programmes for additional foundational skills. Build your work readiness skill set.

The Business of Music: A Gateway into the Industry

QUICK SKILLS ACQUISITION
Career ready in **6 months**

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

PURPOSE
The Business of Music: A Gateway into the Industry Short Learning Programme introduces students to the creative and commercial sides of music. It develops understanding of intellectual property, revenue streams, and industry players while fostering entrepreneurial thinking, brand identity, and project planning. Graduates gain insights into production roles and career pathways, preparing them for diverse opportunities in the modern music industry.

MODULES
- The Business of Music

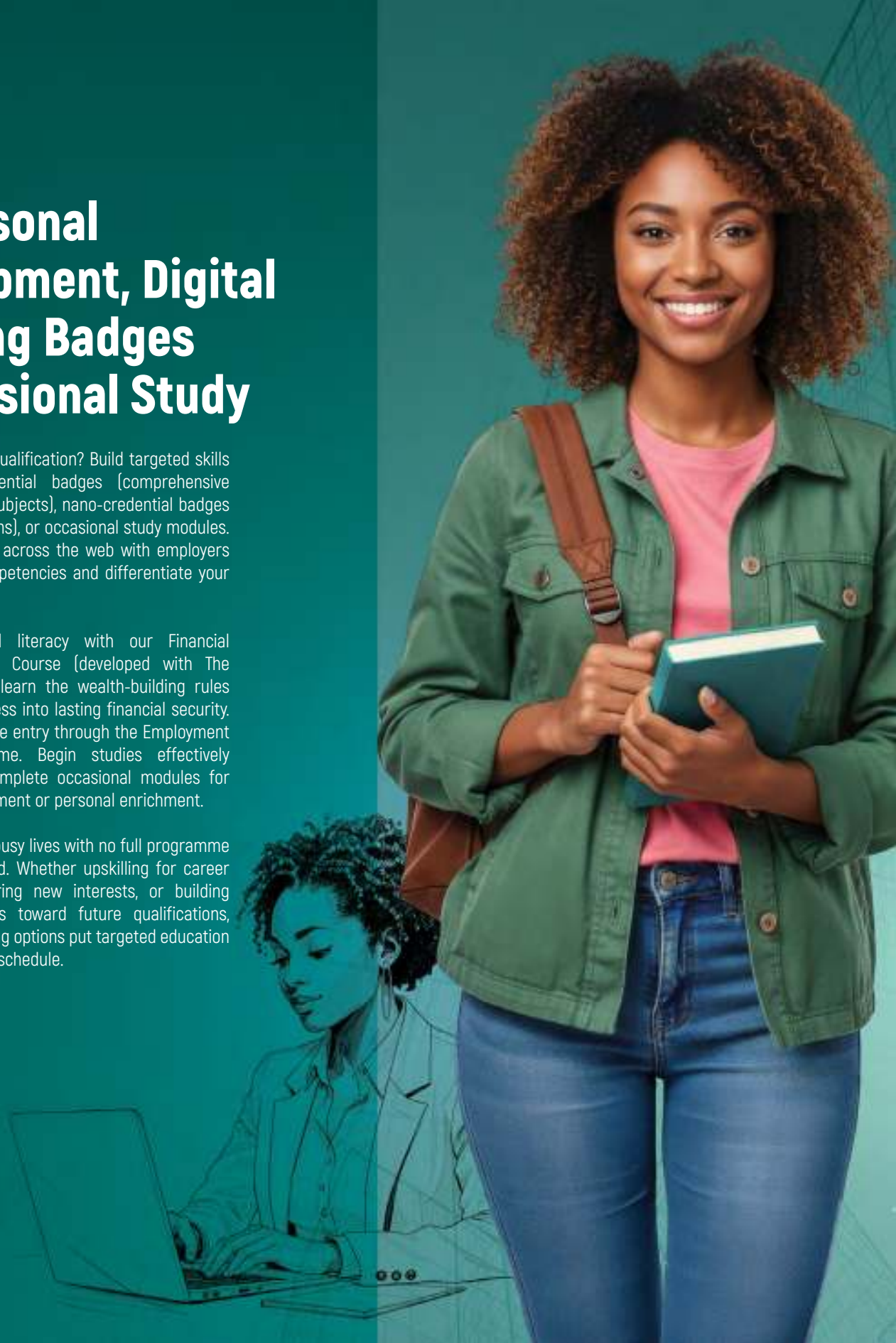
All modules are compulsory unless otherwise specified and must be passed.

10. Personal Development, Digital Learning Badges & Occasional Study

Not ready for a full qualification? Build targeted skills through micro-credential badges (comprehensive learning in specific subjects), nano-credential badges (short, focused lessons), or occasional study modules. Share digital badges across the web with employers to validate your competencies and differentiate your professional profile.

Strengthen financial literacy with our Financial Independence Short Course (developed with The Money School) and learn the wealth-building rules that transform success into lasting financial security. Prepare for workplace entry through the Employment Readiness Programme. Begin studies effectively with Study Wise. Complete occasional modules for professional development or personal enrichment.

Flexible learning for busy lives with no full programme commitment required. Whether upskilling for career advancement, exploring new interests, or building stackable credentials toward future qualifications, Boston's short learning options put targeted education within reach on your schedule.



Digital Learning: Credential-Badges

WHY EARN A DIGITAL-CREDENTIAL BADGE?

A Boston Digital-Credential Badge represents recognisable competences gained through a variety of experiences, regardless of your age or background. It allows you to follow your interests and passions and unlock opportunities in life and work by standing out from the crowd. Nowadays, most employers expect their employees to continually seek out further learning opportunities. A Boston Digital-Credential Badge offers students and working adults alike a way to enhance their CV's with field-specific skills. Boston creates and issues Badges for you to earn, enabling you to build up your own unique collection and share them across the web and with employers. Each Badge you earn contains data about your newly acquired skills. This data can be viewed when you display and share your Badges, helping people find out more about you and your skills.

WHERE CAN YOU SHARE YOUR BADGES?

Tell the full story of your achievements and share your badges online! You select where and with whom you would like to share these:

- Blogs, websites, e-Portfolios, and professional networks
- CV's and Job applications
- Social media sites such as X, Google+, Facebook, LinkedIn and Instagram
- Even in your email signature!

CATEGORIES OF BOSTON'S DIGITAL-CREDENTIAL BADGES

Digital-Credential Badges are like certifications. At Boston, students or working adults can select from two Badge Categories across three tiers of proficiency to develop specific skills in certain fields.

BADGE CATEGORY 1: NANO-CREDENTIAL

This consists of a succinct course of study i.e. a teaching moment within a sub-domain of the specified field, for example "Advertising Techniques: The use of podcasts as part of Internet-based advertising campaigns".

Choose your desired level of proficiency or competency:

- Knowledge Master – pass a theory test and earn the Boston Knowledge Master Badge
- Application Guru – complete a practical assignment and earn the Boston Application Guru Badge
- Specialist Practitioner – display application of knowledge in a work setting by submitting workplace evidence and earn the Boston Specialist Practitioner Badge

BADGE CATEGORY 2: MICRO-CREDENTIAL

This consists of a comprehensive course of study i.e. a series of teaching moments within a domain of the specified field, for example "Advertising Basics: Advertising Media - Broadcast, - Out-of-home; - In-store; - Websites, - Social Media, etc.

Choose your desired level of proficiency or competency:

- Knowledge Master – pass a theory test and earn the Boston Knowledge Master Badge
- Application Guru – complete a practical assignment and earn the Boston Application Guru Badge
- Specialist Practitioner – display application of knowledge in a work setting by submitting workplace evidence and earn the Boston Specialist Practitioner Badge

HOW LONG DOES IT TAKE?

Earning a Boston Digital-Credential Badge can take anywhere from a few weeks to a few months, depending on the skill being developed and expectations of the content and Badge Category.

ARE DIGITAL-CREDENTIAL BADGES IMPORTANT?

The world of work is becoming more competitive and therefore placing greater importance on gaining skills for continuous professional development/advancement. In surveys of human resource managers and digital learning participants across different industries the following data is noted:

- 95% were interested in the Digital-Credentials of potential hires
- 76% of employees seek opportunities for career growth
- 15% increase in spending on training and development by employers
- 95% of first time Badge holders want to pursue another Digital-Credential in the future.

https://www.onlineschoolscenter.com/;
https://openbadges.org/get-started/earning-badges/;
https://www.fi.ncsu.edu/wp-content/uploads/2016/02/microcredentials.pdf

THE BOSTON FRAMEWORK FOR DIGITAL LEARNING AND CERTIFICATION

CATEGORY OF CERTIFICATION	TIERS OF PROFICIENCY OR COMPETENCY		
	KNOWLEDGE MASTER: Theory Test	**APPLICATION GURU:** Practical Assignment	**SPECIALIST PRACTITIONER:** Workplace Evidence
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.**

Occasional Study

Boston offers a wide range of occasional modules which provide a meaningful opportunity for professional and personal development. Occasional modules are not linked to a formal programme, but their completion can be presented for the purposes of CAT at a later stage. Occasional modules are offered within Boston's Higher Education Undergraduate programmes, Occupational programmes, and the Boston Short Learning Programmes. For more details about the kinds of occasional modules available, please inquire at a Support Centre or navigate your way to the Boston website.

Please note that modules are either presented in the blended mode (requiring attendance at a regional Tuition Centre) or in the distance mode and that certain modules require an element of workplace experiential learning and/or external membership and assessment fees which are charged for separately.

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 together with The Money School to provide all South Africans with a financial advantage for life.

The course is for everybody – whether you're a student who has never worked before or whether you've been earning money for a long time. Up until now, most working adults have been denied this type of education and spend most of their income trying to keep up with their debt repayment mistakes they made earlier on in life. This is a proven recipe for disaster and is the reason we are so proud to offer you this opportunity to equip yourself with this vital short course in money matters.

"From our experience a consumer will either deliberately learn how to become a wealth builder or society will teach them to become a debt builder" - Money Coach at The Money School

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a **Boston Short Learning Programme Money School Financial Independence Short Course**

Employment Readiness Programme

Secure your first position in the business world. Find out what you will need to know and do to make your job search easier and more successful!

MODULE
- Employment Readiness Programme

OUTCOMES
- Ability to understand personal marketing
- Ability to understand the sales process
- Ability to supply the right product to the labour market
- Ability to link your education and training to your occupation
- Ability to use your personality to influence prices, places, and people
- Ability to demonstrate the right attitudes to prospective employers
- Ability to develop powerful emotional intelligence
- Ability to understand the quality of labour demanded by employers
- Ability to develop and implement your personal product strategy
- Ability to ask for the right salary
- Ability to find sources of remuneration information
- Ability to develop and implement your personal pricing strategy
- Ability to find the right organisation to satisfy your career needs
- Ability to understand business organisations
- Ability to understand jobs, job requirements and job profiles
- Ability to understand work environments and conditions of employment
- Ability to communicate and sell your way into the right job
- Personal marketing communications and promotions
- Prepare your Curriculum Vitae
- Prepare for Interviews

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

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

Study Wise Short Course

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**

Gateway for Access Short Learning Programme

Build essential skills in literacy, applied numeracy, and foundational cognitive development.

MODULES
- Basics of Business English Short Course
- Financial Independence Short Course
- Cogni-Enhance Short Course

DURATION
The recommended minimum period is six months.

ENTRY REQUIREMENT
Designated for specific learning pathways.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

FURTHER STUDY OPPORTUNITIES
For internal progression (not transferable), consider a Boston Higher Certificate programme.

Boston Quick Facts

Boston Quick Facts are to be read in conjunction with the Programme Fact Sheets, the Generic Student Rulebook, the Postgraduate Guidebook, Website, Institutional Quality Advancement System (IQAS), and the Department of Higher Education and Training (DHET) Regulations for the Registration of Private Higher Education institutions (2016).

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Acronyms

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
AQP: Assessment Quality Partner of the QCTO
NLRD: National Learners' Records Database
RPL: Recognition of Prior Learning
CAT: Credit Accumulation and Transfer

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, Generic Student Rulebook, and the Postgraduate Guidebook.

Assessment in Higher Education Programmes

Boston's assessment approach combines Formative Assessments (FAs), which guide and support learning throughout a module, and Summative Assessments (SAs), which measure your overall achievement of the learning outcomes.

Formative Assessment

Formative assessments help you learn, practise, and apply the skills and knowledge required in each module. These typically include assignments, tests, online activities, applied tasks, or other learning exercises that provide ongoing feedback.

Summative Assessment

Summative assessments evaluate whether you have met the required module outcomes. Depending on the module, these may take the form of examinations, research projects, presentations, reflective essays, capstone tasks, or other major assessments. Summative components generally carry a higher weighting, often between 50% and 60% of the final grade.

Assessment Strategies (AS Codes)

Each module follows an approved Assessment Strategy (e.g., AS4, AS6, ASRR) that specifies how learning will be assessed. These strategies combine formative and summative components in varying proportions. Examples include:

- AS4: 40% formative (two tasks) + 60% summative (two components)
- AS6: 40% formative + two summative components weighted 30% each
- ASRR: a research-rich strategy used in selected modules

Key Facts

- Supplementary opportunities apply only to specific summative components.
- No supplementary assessments are offered for formative assessments.
- A single, charged supplementary attempt for SA1 or SA2 may be available, depending on programme rules.
- To pass a module, you must achieve a minimum final grade of 50%.
- Full assessment details are provided in the programme Fact Sheet, Student Rulebook, and module documentation.

Assessment in Short Learning Programmes

Assessment requirements for Short Learning Programmes (SLPs) are outlined in the Prospectus for each SLP.

International and local exam fees for modules associated with Institutes and professional bodies, such as CompTIA, Cisco, Microsoft, C++, Python, PMSA, Sage/Pastel, etc., will be charged at cost. Learners may sit for these International and local exams at Boston City Campus.

Code of Conduct

DHET Regulation 24(q)

The Code of Conduct, as outlined in the Generic Student Rulebook and Postgraduate Guidebook, 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.

Boston Quick Facts

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:

a. Quality of teaching and learning
b. Quality of facilities
c. Quality of general service delivery
d. Assessment judgments/outcomes
   (Only **after** the internal adjudication of an academic appeal for a review of a mark)
e. Disciplinary sanctions
   (Only **after** the internal procedures for minor or major disciplinary offences have been completed)
f. Refusal to write examinations
g. Certification
h. Refunds
i. Fees
j. Closure of the Institution without informing Learners
k. Unfair business practices
l. Infringement of the Bill of Rights
m. Other

Set out your official complaint or grievance in a straightforward written narrative supported by any evidence that has a direct bearing on the official complaint or grievance. After an investigation of the official complaint or grievance, the Institution will respond in writing, addressing the specifics of your official complaint or grievance and any evidence that has a direct bearing on the official complaint or grievance.

In the event that the Student (the complainant) and the management of the Institution are unable to reach a mutually acceptable resolution, then the Institution will submit to the Registrar of Private Higher Education Institutions (PHEI's) of the DHET:

a. A copy of the original letter of official complaint or grievance
b. A copy of the Institution's written response to the official complaint or grievance
c. A report citing the reasons for the non-resolution of the official complaint or grievance and details of further action(s), if any, contemplated or undertaken by the Student or the Institution.

The Registrar of PHEI's of the DHET may, at their discretion and depending on the circumstances of the official complaint or grievance, refer the Institution to the Consumer Protector or to any other organisation or agency for further advice and investigation.

Credit Accumulation & Transfer (CAT)

DHET Regulation 24(m)

Credit Accumulation and Transfer (CAT) refers to the arrangement whereby the diverse features of both credit accumulations and credit transfer are combined to facilitate lifelong learning and access to the workplace. The recognition of credits for the purposes of transfer from one qualification to another is determined by the nature of the qualifications, the relationship between them, the nature, complexity, and extent of the curricula associated with the specific subjects to be recognised for exemption and/or inclusion, and the nature of the assessment used. Any and all credits for an incomplete qualification may be recognised by the same or a different institution as meeting part of the requirements for a different qualification; or may be recognised by a different institution as meeting part of the requirements for the same qualification. A maximum of 50% of the credits of a completed qualification may be transferred to another qualification. Credits obtained from studies that do not lead to a full qualification (for example, non-degree studies) could count for credit accumulation.*

Boston allows students with completed credits from recognised education institutions in cognate (or similar) modules to apply for in-bound credit transfers. Credit transfers will only be considered if accompanied by full academic records with a statement of satisfactory or good conduct from the previous institution. Students interested in applying will be considered individually by the Academic Committee based at the Joint Head Office in Stellenbosch – see relevant section in the 'Application for Admission Form' online.

*CHE. 2016. Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment

Facilities

The Boston City Campus 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 Centres.

Fees
DHET Regulation 24(n)

Boston City Campus 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 Generic Student Rulebook, Postgraduate Guidebook, and/or Registration Contract or Programme Fact Sheets. In addition, the Registrars and Branch Managers are available for guidance and assistance.

Financial Aid
DHET Regulation 24(o)

While a limited number of external and internal bursaries are awarded to exceptional candidates, there is no financial aid available to Students through the Institution other than extended payment terms. The Registrar: Administration and Branch Managers are available for guidance and assistance.

The Institution will assist students with supporting information (e.g. in relation to the qualification and accreditation) in the event that a Student wishes to apply to a financial institution for financial assistance in paying their tuition fees.

International Applicants

Irrespective of meeting the Minimum Entry Requirements for International Applicants, international 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 (MB). For ease, this is facilitated within the Boston online application process wherein a payment request together with a unique reference number will be issued for candidates to pay the MB directly. Alternatively, the MB can be contacted directly on **+27-(0)10-591-4401/2 or applications@usaf.ac.za or visit he-enrol.ac.za**

Students who have qualifications from international 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**

International applicants may be required to provide proof of proficiency in English (TOEFL score of 550, or IELTS overall band score of 6.0.) prior to admission to the qualification.

Language of Teaching and Learning
DHET Regulation 24(i)

English is the language of communication, instruction and assessment at Boston City Campus. 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.

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

Boston Quick Facts

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 filmgraphics via learning management systems that can be accessed at a Boston Support Centre or off-site as long as the student has internet connectivity. Additionally, venues are provided for invigilated assessments.

The Institution's Occupational Programmes and Short Learning Programmes are delivered in both the distance mode and the blended mode. Students are encouraged to attend any of our regional branches, which serve as Tuition Centres for these programmes. Blended learning is technology-based training supplemented with texts and face-to-face training assistance and requiring the student's attendance at a Boston Tuition Centre (at any of our regional branches). Additionally, venues are provided for invigilated assessments.

The Institution's Digital Learning Badges are delivered in the online distance mode. Students are encouraged to attend any of our regional branches, which serve as Support Centres for these programmes. Digital learning is exclusively facilitated by technology that provides students with some element of control over time, place, path and pace and is entirely delivered via learning management systems that can be accessed at a Boston Support Centre or off-site, as long as the student has internet connectivity.

Policy on Disability
DHET Regulation 24(v)

Boston is committed to the principles of access, redress, transformation and equal opportunity. Individual student requirements based on the disclosure of a disability is evaluated in confidence on a case-by-case basis to determine suitable provisioning of needs, as comprehensively as possible. The Institution reserves the right in the interest of the individual to provide relevant guidance and where so required referral or alternative placement. The Registrar: Administration is available to assist Students with further enquiries, also see relevant section in the 'Application for Admission Form' online.

Registration Contract and Refund Policy
DHET Regulations 24(n) & (s)

When registering at the beginning of each academic year, a Registration Contract (i.e. the enrolment contract) must be completed in full and must be signed by the student, their legal guardian (if necessary), the account payer, and the person providing financial surety for those paying the tuition fees. The Registration Contract is a legally binding document and is restricted to a twelve (12) month cycle (at a time).

Once the Registration Contract has been signed, the account payer becomes liable for the registration, tuition and fees of the programme registered for, after a 7-day cooling-off period. This means that after the 7-day cooling-off period, all outstanding payment obligations remain and will continue – even in instances where the student withdraws/ stops studying and/or the student has deferred their studies.

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.

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'.

Boston City Campus (Pty) Ltd Reg. No. 1996/013220/07 is a registered credit provider (NCRCP1993).

Requirements For Admission (General)

Neither the National Benchmark Test (NBT) nor M-Scores are applicable for admission. See each programme in the Prospectus and Fact Sheet for its specific admission requirements. The General Education Diploma (GED) carries certain exceptions for admission and Matriculation Board (MB) endorsement – contact the Registrar Administration for assistance. Matriculation Board (MB) endorsement may apply to Higher Certificate and Diploma graduates for entry into Bachelor's Degree programmes. This is facilitated within Boston's application process. The endorsement fee is payable directly to the MB. More information is provided during the application process. Short Learning Programmes (SLPs) are open entry, with a recommended minimum of Grade 10 (or equivalent) and 18 years of age. These are guidelines rather than formal entry requirements.

RPL Applicants and Alternative Entry Pathways

DHET Regulation 24(h)

Recognition of Prior Learning (RPL) refers to the principles and processes through which the prior knowledge and skills of a person are made visible, mediated and rigorously assessed and moderated for the purposes of alternative access and admission, recognition and certification, or further learning and development. RPL may be used to grant access to a qualification programme, or advanced placement / exemption from modules. Exemption from modules do not translate to credits awarded and should be limited to no more than 50% of the modules. No more than 10% of a cohort of students in a programme should be admitted through RPL.*

Boston admits a small number of Students through RPL. Applicants interested in applying through RPL will be considered individually by the Academic Committee based at the Joint Head Office in Stellenbosch, see relevant section in the 'Application for Admission Form' online.

* CHE. 2016. Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment.

Student Health & Wellness

DHET Regulation 24(u)

Boston has implemented procedures for safety and security in terms of the Health and Safety Act, 1993 (Act No. 52 of 1993). In the event of an incident, it is essential that Students are aware of the guidelines concerning safety and evacuation procedures.

Embarking on higher education studies is an exciting journey. It can also be a time of change and pressure that may lead to unexpected challenges that affect a Student's academic performance and/or personal life. Student.Wellness@Boston is an initiative that offers non-therapeutic assistance for academic success and referrals for personal, social or career issues/concerns. The Registrars and Faculty are available to assist Students with accessing of these functions.
During the various National Lockdown Levels, it is important that the following minimum protocols are adhered to by all staff, students and visitors:

- Participation in HEALTHCHECK and screenings;
- Completion of attendance registers;
- Maintaining of social distancing;
- Wearing of masks at all times;
- Continuation of sanitization and hygiene measures; and
- Restrictions on maximum numbers for assembly of staff and students.

For the Post-Schooling Sector, HIGHER HEALTH has a dedicated 24-hour toll-free helpline for addressing the mental health and psycho-social support needs of students and staff:

- Toll-free call 0800 36 36 36
- SMS 43336

Student Support Services, Academic Assistance & Development

DHET Regulation 24(p)

Boston City Campus 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 Teams 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.

Support Services For Graduates

Graduate Support Services consists of a range of complimentary value added services for all Boston graduates. Boston City Campus is committed to education and committed to both current and past students. These services aim to enhance the journey from post-school studies into the world of work by providing additional tools and coaching needed in seeking employment. Branch/Support Centre Managers are available to assist graduates in accessing these services.

Boston Quick Facts

Institutional Information & Registered Learning Programmes
DHET Regulations 24(a), (c), (e), (f), (k) and (l)

Boston City Campus (Pty) Ltd Reg. No. 1996/013220/07 ('Boston') is registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997 (Act No. 101 of 1997). Registration Certificate No. 2003/HE07/002.

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, 7 or 8, which is a Higher Certificate (minimum 120 credits) or Diploma (minimum 360 credits) or Bachelor's Degree (minimum 360 or 480 credits) programme, with a minimum duration of one to three or four years depending on the particulars of the qualification. Learner credits are uploaded onto the NLRD.
Boston Advanced 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) at Level 6, Advanced Certificate (minimum 120 credits), or Level 7, Advanced Diploma (minimum 120 credits), each with a minimum duration of one year. Learner credits are uploaded onto the NLRD.
Professional Preparation Programme	Refers to an Initial Teacher Education qualification that provides graduates holding an appropriate degree or diploma with the pedagogical theory, practical competence, and subject-specific expertise required to enter the teaching profession, leading to eligibility for professional registration. This Boston Higher Education Programme-Qualification is accredited by the HEQC of the CHE and registered by SAQA on the NQF (HEQSF) at Level 7, (minimum 120 credits) with a minimum duration of one year. 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.
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 in 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.

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. Master of Business Administration
- MBA
- SAQA ID 122520, NQF (HEQSF) Level 9, minimum Credits 180
- Fully accredited

2. Bachelor of Commerce Honours in Human Resource Management
- BComHons (Human Resource Management)
- SAQA ID 124713, NQF (HEQSF) Level 8, minimum Credits 120
- Fully accredited

3. Postgraduate Diploma in Management
- PGDip (Management)
- SAQA ID 105040, NQF (HEQSF) Level 8, minimum Credits 128
- Fully accredited

4. Postgraduate Diploma in Accounting
- PGDip (Accounting)
- SAQA ID 122741, NQF (HEQSF) Level 8, minimum Credits 120
- Fully accredited

5. Advanced Diploma in Adaptive Leadership
- AdvDip (Adaptive Leadership)
- SAQA ID 120360, NQF (HEQSF) Level 7, minimum Credits 120
- Fully accredited

6. Postgraduate Certificate in Education in Senior Phase and Further Education and Training Teaching
- PGCE (SP and FET Teaching)
- SAQA ID 122865, NQF (HEQSF) Level 7, minimum Credits 120
- Fully accredited
- SP and FET Phase Electives approved conditionally: Life Orientation, Technology, Computer Applications Technology, and Information Technology.

7. Bachelor of Education in Foundation Phase Teaching
- BEd (Foundation Phase Teaching)
- SAQA ID 125270, NQF (HEQSF) Level 7, minimum credits 498
- Fully accredited

8. Bachelor of Laws
- LLB
- SAQA ID 122702, NQF (HEQSF) Level 8, minimum Credits 540
- Fully accredited

9. Bachelor of Commerce in Management Marketing
- BCom (Management Marketing)
- SAQA ID 88683, NQF (HEQSF) Level 7, minimum Credits 374
- Fully accredited

10. Bachelor of Accounting
- BAcc
- SAQA ID 103057, NQF (HEQSF) Level 7, minimum Credits 400
- Fully accredited

11. Bachelor of Commerce in Law
- BCom (Law)
- SAQA ID 104712, NQF (HEQSF) Level 7, minimum Credits 384
- Fully accredited

12. Bachelor of Social Science
- BSocSci
- SAQA ID 108894, NQF (HEQSF) Level 7, minimum Credits 386
- Fully accredited

13. Bachelor of Commerce in Human Resource Management
- BCom (Human Resource Management)
- SAQA ID 115958, NQF (HEQSF) Level 7, minimum Credits 372
- Fully accredited

14. Bachelor of Commerce in Strategic Communication
- BCom (Strategic Communication)
- SAQA ID 122863, NQF (HEQSF) Level 7, minimum Credits 385
- Fully accredited

15. Bachelor of Commerce in Supply Chain Management
- BCom (Supply Chain Management)
- SAQA ID 123102, NQF (HEQSF) Level 7, minimum Credits 378
- Fully accredited

16. Diploma in Financial Accounting
- Dip (Financial Accounting)
- SAQA ID 93597, NQF (HEQSF) Level 6, minimum Credits 374
- Fully accredited

17. Diploma in Systems Development
- Dip (Systems Development)
- SAQA ID 91923, NQF (HEQSF) Level 6, minimum Credits 364
- Fully accredited

18. Diploma in Network Systems
- Dip (Network Systems)
- SAQA ID 91921, NQF (HEQSF) Level 6, minimum Credits 364
- Fully accredited

Boston Quick Facts

19. Diploma in Human Resource Management
- Dip (Human Resource Management)
- SAQA ID 90719, NQF (HEQSF) Level 6, minimum Credits 366
- Fully accredited

20. Diploma in Business Management
- Dip (Business Management)
- SAQA ID 91922, NQF (HEQSF) Level 6, minimum Credits 374
- Fully accredited

21. Diploma in Marketing Management
- Dip (Marketing Management)
- SAQA ID 91924, NQF (HEQSF) Level 6, minimum Credits 390
- Fully accredited

22. Diploma in Event Management
- Dip (Event Management)
- SAQA ID 93877, NQF (HEQSF) Level 6, minimum Credits 374
- Fully accredited

23. Diploma in Office Administration and Management
- Dip (Office Administration and Management)
- SAQA ID 122742, NQF (HEQSF) Level 6, minimum Credits 384
- Fully accredited

24. Diploma in Financial Planning
- Dip (Financial Planning)
- SAQA ID 123448, NQF (HEQSF) Level 6, minimum Credits 377
- Fully accredited

25. Higher Certificate in Advertising and Integrated Communication Practice
- HCert (Advertising and Integrated Communication Practice)
- SAQA ID 90819, NQF (HEQSF) Level 5, minimum Credits 136
- Fully accredited

26. Higher Certificate in Marketing Practice
- HCert (Marketing Practice)
- SAQA ID 97230, NQF (HEQSF) Level 5, minimum Credits 122
- Fully accredited

27. Higher Certificate in Business Management Practice
- HCert (Business Management Practice)
- SAQA ID 97394, NQF (HEQSF) Level 5, minimum Credits 120
- Fully accredited

28. Higher Certificate in HIV/AIDS Counselling and Management
- HCert (HIV/AIDS Counselling and Management)
- SAQA ID 96711, NQF (HEQSF) Level 5, minimum Credits 140
- Fully accredited

29. Higher Certificate in Human Resource Management Practice
- HCert (Human Resource Management Practice)
- SAQA ID 101818, NQF (HEQSF) Level 5, minimum Credits 122
- Fully accredited

30. Higher Certificate in Accounting Practice
- HCert (Accounting Practice)
- SAQA ID 102038, NQF (HEQSF) Level 5, minimum Credits 122
- Fully accredited

31. Higher Certificate in Hospitality Management Practice
- HCert (Hospitality Management Practice)
- SAQA ID 102040 NQF (HEQSF) Level 5, minimum Credits 120
- Fully accredited

32. Higher Certificate in Tourism and Travel Management Practice
- HCert (Tourism and Travel Management Practice)
- SAQA ID 103056, NQF (HEQSF) Level 5, minimum Credits 126
- Fully accredited

33. Higher Certificate in Logistics and Supply Chain Management Practice
- HCert (Logistics and Supply Chain Management Practice)
- SAQA ID 109009, NQF (HEQSF) Level 5, minimum Credits 124
- Fully accredited

34. Higher Certificate in Paralegal Practice
- HCert (Paralegal Practice)
- SAQA ID 118171, NQF (HEQSF) Level 5, minimum Credits 140
- Fully accredited

35. Higher Certificate in Game Design and Development Practice
- HCert (Game Design and Development Practice)
- SAQA ID 121165, NQF (HEQSF) Level 5, minimum 130 credits
- Fully accredited

36. Higher Certificate in Web and User Interface Design Practice
- HCert (Web and User Interface Design Practice)
- SAQA ID 121177, NQF (HEQSF) Level 5, minimum Credits 140
- Fully accredited

37. Higher Certificate in Financial Planning
- HCert (Financial Planning)
- SAQA ID 120380, NQF (HEQSF) Level 5, minimum Credits 130
- Fully accredited

38. Higher Certificate in Public Relations Practice
- HCert (Public Relations Practice)
- SAQA ID 122887, NQF (HEQSF) Level 5, minimum Credits 124
- Fully accredited

39. Higher Certificate in Software Development Practice
- HCert (Software Development Practice)
- SAQA ID 123446, NQF (HEQSF) Level 5, minimum Credits 120
- Fully accredited

40. Higher Certificate in Network Systems Practice
- HCert (Network Systems Practice)
- SAQA ID 124995, NQF (HEQSF) Level 5, minimum Credits 128
- Fully accredited

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 (Pty) Ltd Reg. No. 1996/013220/07. These include Short Learning Programmes and Digital Learning Badges.

Directors
Chief Executive Officer: A.Z. Katz
Financial Director: C.L. Stollard
Managing Director: S.J. de Roos
Director: L.M. Banda
Director: H.J. Botha
Director: D.E. Damons
Non-executive: T.P. Moeketsi
Non-executive: D.G. Pule

Senior Management
Head of Institution: Dr H.J. Botha BBA, MCom, PhD
Academic Head: Dr R.N. Stegmann LTh, BTh, MA, PhD
Registrar Administration: C.L. Venter BA, Cert, BA (Hons), MA Registrar Academic: Dr K.L. Boshoff LLB, LLM, PhD

Dean of Postgraduate Programmes:
Prof Dr C. Oosthuizen BCom, MBA, PhD, PhD
Head of Academic Planning and Development:
Dr J. Viljoen BHMS, BSc (Hons), MSc, PhD
Head of Academic Quality Promotion:
D. Grigg BCMin, BScocSci (Hons), MPhil
Head of Learnerships and QCTO Offerings:
Dr D.E. Damons Cert, NDip, MSci, PhD

Advisory Board
Consult the APDU for a detailed listing of academics appointed to the Advisory Board.

Faculty and Adjunct Faculty
Consult the Student Rulebook for a detailed listing of academics (and qualifications) employed by the Institution.

Cooperation Arrangements
DHET Regulation 24(r)

Boston is proud to be associated with the following Designated Quality Partners (DQP's), Quality Assurance Partners (QAP's), Learning and Quality Assurance Bodies (LQA's), and Assessment Quality Partners (AQP's) of the Quality Council for Trades and Occupations (QCTO), as well as eminent international and local professional, industry and statutory bodies:

AAU
Founded in 1967, the Association of African Universities (AAU) has long provided a crucial platform for research, consultation, cooperation, and collaboration on higher education issues across the continent. The Association excels at bringing together higher education leaders, policymakers, and stakeholders to address both emerging and critical issues related to African higher education and development. Notably, the AAU was crucial to the discussions surrounding the World Trade Organization/ General Agreement on Trade in Services (WTO/ GATS) in 2004. Boston City Campus is an approved member institution of the Association of African Universities (AAU), the first Department of Higher Education and Training (DHET) registered private higher education institution from South Africa to join the AAU.

ACBSP
Founded in 1988, the Accreditation Council for Business Schools and Programs (ACBSP) Kansas, USA, is a global accrediting body dedicated to advancing excellence in business education. As the first organisation to offer accreditation for all levels of higher education business programmes, from associate and bachelor's to master's and doctoral degrees, ACBSP's global network spans 11 regions and consists of 1,200 member campuses in 60 countries. ACBSP is recognised by the Council for Higher Education Accreditation (CHEA), Washington, DC, USA.

ATHEA
Boston City Campus is an Institutional Member of ATHEA (Association for Transnational Higher Education Accreditation) in Europe. ATHEA is a voluntary, non-governmental, membership association that is dedicated to quality assurance through institutional accreditation

Boston Quick Facts

AWS ACADEMY
AWS Academy, an Amazon Web Services (AWS) program, provides higher education institutions with ready-to-teach cloud computing curricula that will prepare students to pursue careers in the fast-growing cloud computing space with industry-recognized AWS Certifications

COMPTIA
Boston City Campus is a Platinum Class Education Provider Partner of CompTIA (Computing Technology Industry Association)

FPI
The Financial Planning Institute of Southern Africa (FPI) promotes professionalism, ethics, and financial planning standards in Southern Africa. They play a vital role in advancing the profession's and its members' interests. As a South African Qualifications Authority (SAQA) recognised Professional Body, the FPI formally acknowledges relevant education and training providers and contributes to curriculum development for their programmes. These approved qualifications seamlessly integrate into the FPI's Progression Pathways.

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 the world over by students, agents and government officials as the clearest mark of educational quality in the private sector. The BAC is a member organisation of the European Association for Quality Assurance (ENQA) in Higher Education. Boston City Campus is Institutionally Accredited as an Independent Higher Education Institution (IHEI) with the BAC

GOLDEN KEY NATIONAL HONOUR SOCIETY
Boston City Campus is a proud member of the prestigious Golden Key National Honour Society (GKNHS), the world's largest academic honour society. The GKNHS boasts a network of 400 member universities worldwide and over 2.65 million members dedicated to scholarship, career development, leadership, and community service. Membership is highly exclusive and is extended to the top 15% of academic achievers only. Boston graduates who meet the eligibility criteria and graduate from a programme that exits at NQF level 7 or higher will be eligible to join the GKNHS.

SACIA
Boston City Campus has patron membership with the Southern African Communications Industries Association (SACIA), a SAQA-recognised professional body promoting standards and ethical business practice in the communications industry throughout Southern Africa

SAICA
The South African Institute of Chartered Accountants (SAICA), South Africa's pre-eminent accountancy body, is widely recognised as one of the world's leading accounting institutes. The institute provides a wide range of support services to more than 50,000 members and associates who are chartered accountants (CAs(SA)), as well as associate general accountants (AGAs(SA)) and accounting technicians (ATs(SA)). Also, SAICA endorses specific academic programmes for purposes of the Chartered Accountant (SA) and Associate General Accountant (SA) designations.

SASSETA
Boston City Campus (Pty) Ltd is accredited, No. 63906P012BA, with the Safety and Security Sector Education and Training Authority

ETDPSETA
Boston City Campus (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

PASTEL
Boston City Campuses are Pastel Authorised Training Centres

VUE
Boston City Campuses operate as International VUE Testing Centres

SABPP
Boston City Campus (Pty) Ltd is accredited, No. 62115C119BC with the South African Board for People Practices

FASSET SETA
Boston City Campus (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 is accredited, No. 0118, with the Services Sector Education and Training Authority

INSTITUTE OF SPORT (IoS)
Boston City Campus 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 is a member 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.

FSCA
The Financial Sector Conduct Authority (FSCA), formerly the Financial Services Board (FSB), is the market conduct regulator of financial institutions that provide financial products and financial services, financial institutions that are licensed in terms of a financial sector law, including banks, insurers, retirement funds and administrators, and market infrastructures. The FSCA provides recognition of programmes for purposes of professional practice.

SAMA
The South African Medical Association is a non-statutory, non-profit, and voluntary professional association for public and private sector medical practitioners, and provides recognition of programmes for continuous professional development purposes.

GLOBAL EDUCATION
Boston is affiliated with this unique organisation that assists students from start to finish with the entire university application process to more than 100 global universities within the partnership arrangement. Their services also include assistance with study visa processes, securing on campus accommodation, etc. This provides unique international articulation opportunities for Boston Diploma and Degree Graduates wishing to pursue postgraduate studies on the global stage.

CISCO NETWORKING ACADEMY
Boston City Campus is a member of the Cisco Networking Academy. This is a global IT and cybersecurity education program that partners with educational institutions around the world to empower learners with skills for career advancement.

SABSA
Boston City Campus (Pty) Ltd is a member of the South African Business Schools Association, who's aim is to strengthen ties with the business fraternity and the education sector as a whole, and to improve the recognition of the organisation as a representative of SA business schools with government and regulatory bodies.

OTHER
Boston City Campus offers courses in association with The Money School, is a recognised provider of Project Management South Africa, and a member of the Microsoft Academy. Boston City Campus 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.

Boston Quick Facts

Disaster Management Act and Academic Services
Boston recognises the need to deploy whatever reasonable measures necessary to obviate any negative impact on academic provisioning that might attend the invocation of the Disaster Management Act (Act No. 57, 2002) or any other Act and the consequent gazetting of regulations. While Boston will attempt to minimise disruption to academic services, this could result in changes to academic calendars, procedures, processes, services, etc., all of which will be communicated to students and relevant stakeholders.

Disclaimer
This Prospectus is accurate at the time of publication. Boston City Campus (Pty) Ltd reserves the right to alter any of the content due to changes in regulations, market requirements and other reasons. Please note that meeting any of the admission requirements does not necessarily guarantee entry into a qualification. All applications will be evaluated on an individual basis and acceptance will depend on the decision of the Academic Committee.

Website: www.boston.ac.za
Email: info@boston.co.za

Tel: 011-551-9000
Address: 247 Louis Botha Avenue, Orchards, 2192, Johannesburg

Tel: 021-815-4800
Address: 19A Elektron Avenue, Cap du Mont, Techno Park, 7600, Stellenbosch

Boston City Campus Offers...

Boston City Campus stands as South Africa's premier private distance learning institution, combining digital innovation with academic excellence. Our commitment to student success drives everything we do, from our cutting-edge technology to our personalised support systems.

- ✔ Internationally and locally accredited programmes delivered by expert and research active faculty
- ✔ A Wide Range of Offerings including:
  - Higher Certificates, Diplomas, Degrees and Postgraduate Programmes
  - Short Learning Programmes
  - Digital Learning Badges
- ✔ Industry Recognised Credentials/Certifications
- ✔ Free Financial Independence Short Course sponsored by 1Life's Truth about Money Initiative worth R3500.00
- ✔ Free Computerised Career Assessment worth R690.00
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AWARDED COMPTIA (USA):

- **PARTNER OF THE YEAR, DELIVERY 2022-2023 & 2024-2025**

BOSTON CITY CAMPUS

Accrediting Council for Business Schools and Programs, USA (ACBSP):

Winner 2025: International Best of Regions Excellence Award: Research into how Boston City Campus breaks educational barriers in South Africa, Dr Stegmann and Mr Grigg.

Winner 2025: Region 8 International Cesim Elite Student Global Qualifier Tournament: Boston City Campus MBA students – First Place.

Winner 2025: Best of Regions (Region 8) Award: Paper – Beyond Technicist QA: Reframing QA Relationally, Dr Stegmann.

Host 2026: ACBSP Region 8 International Conference, November 2026, Boston City Campus, Stellenbosch, South Africa.

BOSTON CITY CAMPUS

South African Private Higher Education (SAPHE) Excellence Awards: 2024

Category Winner for Teaching and Learning: Boston City Campus **AND**

Individual Winners in the Category Teaching and Learning: **AND**

Second Runner-Up in the Category of Research.

Voted "Best College" for 13 years

The Star 'Your Choice' Awards

Runner-up "Coolest College 2025"

The Sunday Times Coolest Brands Awards

50 SUPPORT CENTRES NATIONWIDE

Eastern Cape	Gqeberha (formerly Port Elizabeth)	(041) 363-0778 246	Cape Road Mill Park
	Komani (formerly Queenstown)	(045) 839-7363	3 Grey Street Cnr Alexandra Road & Shepstone Street
	KuGompo City (formerly East London)	(043) 743-7624	Boston House 26 St Georges Road Southernwood
	Mthatha	(047) 531-4180	2nd Floor City Centre Building Cnr York & General Sabelo Victor Gqwetha Streets
Free State	Bloemfontein	(051) 447-5700	Cnr 1st Avenue and Nelson Mandela Drive Westdene
	Welkom	(057) 357-4542/46	Boston House 311 Stateway
Gauteng	Alberton	(011) 869-4540	Alberton Crossing Shopping Centre Cnr Voortrekker Road & Ring Road West New Redruth
	Bedfordview	(011) 455-6992/5/7	101 van Buuren Road Bedfordview Virgin Active
	Benoni	(011) 421-3224/3	2nd Floor 83 Woburn Avenue
	Boksburg	(010) 753 5013	Block 1 East Rand Junction Cnr Frank & Pond Roads Bardene
	Braamfontein	(011) 339-2153/3476	15 Stiemens Street Cnr De Beer Street
	Centurion	(010) 822-8563	Shop 2D & 2E Centurion Crescent Shopping Centre 81 Lenchen Ave North
	Germiston	(011) 872-0252/3	2nd Floor Boston Building Cnr Victoria & Odendaal Streets
	Johannesburg	(011) 331-2455/5195	1st Floor Boston Building 130 Main Street (opposite Carlton Centre)
	Kempton Park	(011) 970-2541/2668	19 Maxwell Street
	Krugersdorp	(011) 665-4971	52 Fountain Street Cnr Church Street
	Orange Grove	(011) 551-9200	247 Louis Botha Avenue Orchards
	Pretoria Arcadia	(012) 343-1731	716 Francis Baard Street Arcadia
	Pretoria Lynnwood Glen	(012) 271-0060	Block A Glen Gables Shopping Centre Cnr January Masilela Drive & Lynnwood Road
	Pretoria North	(012) 546-7798	1st Floor Republic Leasing Cnr Gerrit Maritz & Burger Streets
	Randburg	(011) 787-6945	Hillview Centre (Amaryllis Centre) 318 Oak Avenue
	Roodepoort	(011) 760-4455/61	2nd Floor Horizon Office Park 157 Ontdekkers Road
	Rosebank	(010) 824-8306	149 Oxford Road Cnr Wantage Road
	Sandton	(011) 883-0933	137 11th Street Parkmore
	Soweto	(011) 938-1878/1572	2127 Chris Hani Road Maponya Mall Klipspruit
	Springs	(011) 815-6489/6538	Shop 18 The Avenues Mall 6th Avenue (entrance on 6th Avenue)
	Vereeniging	(016) 422-1725/6	Tembador Building Rhodes Avenue
KwaZulu-Natal	Durban Musgrave	(031) 301 7469	2 Silverton Road Cnr Musgrave Road Musgrave
	Ladysmith	(036) 631-3609/3698	San Marco Centre Cnr Harrismith & Francis Roads
	Newcastle	(034) 312-5206	1st Floor B Block 79 Harding Street
	Pietermaritzburg	(033) 342-3187	137 Langalibalele Street (formerly Longmarket Street)
	Port Shepstone	(039) 682-0164	Ground Floor Boston Building 10 Bazley Street
	Richards Bay	(035) 789-8482	Shop 28 Lakeside Mall Mark Strasse CBD
	Stanger	(032) 551-5566	Stanger Mall 55 King Shaka Street (entrance Mahatma Gandhi Street)
	Umhlanga	(031) 561-5629	3rd Floor West Palm Boulevard 4 Palm Boulevard
Limpopo	Polokwane	(015) 291-2579	18 Thabo Mbeki Street
	Tzaneen	(015) 307-1717/1520	Veritas Building 34 Skirving Street
Mpumalanga	eMalahleni (formerly Witbank)	(013) 656-0876	1st Floor The Pavilion Cnr Botha & Rhodes Streets
	Mbombela (formerly Nelspruit)	(013) 752-4560	1st Floor Nedbank Building Brown Street
	Secunda	(010) 753 5012	Unit B2 Grand Palace Heunis Street
Northern Cape	Kimberley	(053) 832-7273	93 Phakamile Mabija Street (formerly Jones Street)
North West	Klerksdorp	(018) 464-4733	Shop B4 Matlosana Mall 151 Joe Slovo Road
	Potchefstroom	(018) 297-6466	04 Peter Mokaba Street
	Rustenburg	(014) 594-0876	34 Oliver Tambo Street Cnr Oliver Tambo & Loop Streets
Western Cape	Bellville	(021) 948-6761	Unit 16 Upper Ground Floor Nobel Park 2 Old Paarl Road
	Cape Town City	(021) 418-6265	2nd Floor Matador Centre 62 Strand Street
	George	(044) 873-3716/3973	1st Floor Market Mall 84 Market Street
	Paarl	(021) 872-4387	83 Breda Street Cnr Van Der Lingen Street
	Rondebosch	(010) 753 5014	1st Floor 28 Main Road (entrance on Devonshire Hill Road)
	Somerset West	(021) 852-2893/2	Ground Floor Twin Oaks Centre 142 Main Road

Head Office: Johannesburg	(011) 551-9000	247 Louis Botha Avenue Orchards
Head Office: Stellenbosch	(021) 815-4800	19 Electron Avenue Cap du Mont Building Techno Park

National Call Centre: (011) 551-2000

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