

## BQA NCQF QUALIFICATION TEMPLATE

SECTION A:												QUALIFICATION DETAILS					
<b>QUALIFICATION DEVELOPER (S)</b>				London College of International Business Studies and New Era College of Art, Science and Technology													
<b>TITLE</b>			Bachelor of Commerce in Business Information and Technology Management							<b>NCQF LEVEL</b>			7				
<b>STRANDS (where applicable)</b>			N/A														
<b>FIELD</b>			Business, Commerce and Management Studies							<b>CREDIT VALUE</b>			480				
<b>SUB FIELD</b>			Management Studies														
New Qualification				Legacy Qualification				Renewal Qualification				√					
								Registration Code				Q0011					
<b>SUB-FRAMEWORK</b>			General Education				TVET			Higher Education				√			
<b>QUALIFICATION TYPE</b>		Certificate	I	II	III	IV	V	Diploma		Bachelor		√					
Bachelor Honours				Post Graduate Certificate				Post Graduate Diploma									
Masters						Doctorate/ PhD											
RATIONALE AND PURPOSE OF THE QUALIFICATION																	
<p><b>RATIONALE:</b> This qualification is reviewed and renewed in accordance with Regulation 18(3) of the Botswana Qualifications Authority (BQA) National Credit and Qualifications Framework (NCQF) Regulations, 2016. The Bachelor of Commerce in Business Information Technology Management remains fully aligned with NCQF standards and continues to address both sector-specific and national human resource needs, particularly in Botswana’s expanding digital economy. The qualification has been systematically reviewed and updated to reflect evolving labour market demands. It builds upon the foundation of the previously accredited qualification, retaining essential components while integrating enhanced content, revised learning outcomes, and modern assessment strategies aligned with current industry expectations and educational best practices. Its structure promotes academic</p>																	

progression, professional mobility, and workplace readiness, thereby ensuring ongoing relevance and impact.

Graduate outcomes continue to validate the qualification's effectiveness. Tracer studies and employment feedback (Internship reports) show a consistent pattern of graduates securing positions in both public and private sectors. This highlights the qualification's contribution to national skills development and employability. The curriculum has undergone regular internal and stakeholder-led reviews to ensure responsiveness to new technologies, digital trends, and pedagogical innovations. The qualification remains fully compliant with NCQF guidelines, including credit values, level descriptors, and assessment weightings, ensuring quality, transparency, and consistency in delivery.

**PURPOSE:** The purpose of this qualification is to produce graduates with specialized knowledge, skills, and competence to:

1. Integrate technological and business knowledge to identify critical success factors in modern enterprises, evaluating business processes, functions, and operations from a digital perspective.
2. Design and implement cost-effective IT solutions by analysing business problems, assessing requirements, and performing gap analyses to drive informed decision-making.
3. Apply financial, managerial, and strategic principles to interpret business performance, optimize processes, and propose innovative solutions using information and knowledge management techniques.
4. Develop creative and innovative networking and digital infrastructure solutions to address industry challenges while demonstrating effective project and resource management skills.

### **MINIMUM ENTRY REQUIREMENTS (including access and inclusion)**

#### Minimal Entry Requirements

- Certificate IV (NCQF Level 4) and relevant subjects.
- Recognition of Prior Learning (RPL) - ETP shall consider RPL as an enrolment criterion in accordance with its RPL policy.
- Credit Transfer - ETP shall apply Credit Transfer as a method for enrolling candidates who hold certificates recognized by BQA, guided by the Credit Transfer policy.

<b>SECTION B QUALIFICATION SPECIFICATION</b>	
<b>GRADUATE PROFILE (LEARNING OUTCOMES)</b>	<b>ASSESSMENT CRITERIA</b>
<p><b>1:</b> Apply integrated knowledge of key business and technology fields—including operations, strategy, systems, and innovation—to support data-driven and competitive enterprise development.</p>	<ul style="list-style-type: none"> <li>1.1. Apply core business and IT concepts to automate and enhance business processes in a working environment</li> <li>1.2. Identify and prioritize key success factors for enterprise development projects</li> <li>1.3. Analyse and solve real-world business case studies using interdisciplinary frameworks</li> <li>1.4. Solve practical business problems by integrating business and technology knowledge</li> <li>1.5. Evaluate business performance improvements achieved through technology use.</li> </ul>
<p><b>2:</b> Design and implement appropriate IT solutions to solve complex and abstract business problems within given timeframes and resource constraints, ensuring alignment with organizational goals.</p>	<ul style="list-style-type: none"> <li>2.1. Translate business requirements into technical specifications.</li> <li>2.2. Create solution architecture using relevant tools and platforms.</li> <li>2.3. Build functional prototypes or software applications.</li> <li>2.4. Evaluate the cost-effectiveness and efficiency of IT solutions.</li> <li>2.5. Align solution design with organizational vision and strategy.</li> </ul>
<p><b>3:</b> Evaluate core business processes, functions, and operations using technological frameworks and tools to recommend performance improvements.</p>	<ul style="list-style-type: none"> <li>3.1. Map out current business processes using modelling tools (e.g., BPMN).</li> <li>3.2. Identify inefficiencies and bottlenecks using data-driven approaches.</li> <li>3.3. Use business analytics tools for performance measurement.</li> </ul>

	<p>3.4. Suggest IT-based enhancements to business functions.</p> <p>3.5. Present evaluation results with justification for recommended improvements.</p>
<p><b>4:</b> Integrate and apply management theories, models, and concepts across multidisciplinary business settings to improve organizational strategy, structure, and operational efficiency.</p>	<p>4.1. Use relevant management theories (e.g., systems theory, contingency theory) in case analysis.</p> <p>4.2. Apply strategic tools like SWOT, PESTLE, and Balanced Scorecard.</p> <p>4.3. Analyse organizational structures in business simulations.</p> <p>4.4. Propose improvements to managerial decision-making.</p> <p>4.5. Reflect on multidisciplinary applications of management principles in technology-oriented firms.</p>
<p><b>5:</b> Interpret and analyse financial statements and performance metrics using accounting and finance principles to inform business decision-making and resource allocation.</p>	<p>5.1. Interpret financial statements of real or case-study organizations.</p> <p>5.2. Calculate financial ratios to assess business health.</p> <p>5.3. Analyse cost structures and budgeting data.</p> <p>5.4. Compare financial data over time and across departments.</p> <p>5.5. Recommend decisions based on financial performance trends.</p>
<p><b>6:</b> Develop and implement knowledge and information management solutions using appropriate tools and techniques to enhance business process effectiveness and innovation.</p>	<p>6.1. Identify knowledge gaps and information needs within an organization.</p> <p>6.2. Design a knowledge management framework (e.g., taxonomy, content system).</p> <p>6.3. Apply tools like content management systems or knowledge bases.</p> <p>6.4. Assess the effectiveness of implemented KM systems.</p>

	<p>6.5. Report on business benefits derived from improved knowledge flow.</p>
<p><b>7:</b> Conduct comprehensive gap analyses by evaluating current and desired system states, documenting requirements, and proposing actionable improvements to support digital transformation.</p>	<p>7.1. Define business systems and baseline performance levels through workplace observation or case analysis.</p> <p>7.2. Conduct gap analysis on existing vs. target states.</p> <p>7.3. Document and communicate technical and functional system requirements.</p> <p>7.4. Prioritize gaps based on business impact and feasibility.</p> <p>7.5. Develop and present a detailed action plan for system improvement.</p>
<p><b>8:</b> Critically assess the impact of emerging technologies (e.g., AI, IoT, blockchain) on traditional and digital business models for future-ready strategic planning.</p>	<p>8.1. Research and summarize characteristics of selected emerging technologies.</p> <p>8.2. Analyse business cases where emerging technologies are adopted.</p> <p>8.3. Assess risks and opportunities of adopting emerging technologies.</p> <p>8.4. Predict business model disruptions based on tech trends.</p> <p>8.5. Recommend strategies for technology adoption and integration.</p>
<p><b>9:</b> Apply agile methodologies and project management principles to plan, design, and deploy technology-driven business solutions in dynamic environments.</p>	<p>9.1. Create agile project documentation (e.g., user stories, sprint plans).</p> <p>9.2. Use tools like Trello, JIRA, or Scrum boards to track progress.</p> <p>9.3. Facilitate agile ceremonies (e.g., stand-ups, retrospectives).</p> <p>9.4. Adapt plans based on feedback and changing requirements.</p> <p>9.5. Reflect on team collaboration and project outcomes in agile environments.</p>

<p><b>10:</b> Utilize business intelligence tools and data analytics platforms to extract insights, visualize trends, and support evidence-based decision-making.</p>	<p>10.1. Prepare datasets from real organizational or case study data.</p> <p>10.2. Use tools such as Excel, Power BI, or Tableau for data visualization.</p> <p>10.3. Interpret dashboards and performance metrics.</p> <p>10.4. Develop insights and draw conclusions from data trends.</p> <p>10.5. Recommend business decisions based on analytical findings.</p>
<p><b>11:</b> Design and prototype innovative business solutions using emerging technologies such as AI, blockchain, or machine learning, aligned with real-world organizational needs.</p>	<p>11.1. Identify operational problems and propose tech-enabled solutions.</p> <p>11.2. Select suitable emerging technologies for solution design.</p> <p>11.3. Develop wireframes, mock-ups, or functional prototypes.</p> <p>11.4. Justify the use of selected technologies based on effectiveness.</p> <p>11.5. Present solution in a professional pitch or demonstration format.</p>

## BQA NCQF QUALIFICATION TEMPLATE

SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level [5]	Level [6]	Level [7]	
		<b>FUNDAMENTAL COMPONENT</b> Subjects/ Courses/ Modules/Units	End User Computing	15	
	Business Communication	10			10
	Fundamentals of Project Management	10			10
	Microeconomics		10		10
	Macroeconomics		10		10
	Econometrics	10			10
	Business Mathematics		10		10
	Accounting & Finance		10		10
<b>CORE COMPONENT</b> Subjects'/Courses/ Modules/Units	Networking Fundamentals		15		15
	Basic Programming	15			15
	Business Information and Technology Management	10			10
	Principles of Management		10		10
	Operations Management		10		10
	Computer Hardware and Architecture		10		10
	Business Intelligence and Analytics (BI&A)			15	15
	Ethics and Corporate Governance			10	10
	Introduction to Programming (OOP)			15	15

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	Organisations and Management			10	10
	Financial Accounting			10	10
	Web Development 1			15	15
	Business Law			10	10
	Database Design			15	15
	Management Accounting			10	10
	Advanced Business Statistics			10	10
	Information Systems			15	15
	Project Management			10	10
	E-Commerce & E-Business			10	10
	Auditing			10	10
	Systems Analysis and Design			10	10
	Organisation-wide Information			10	10
	Software Engineering			10	10
	Research Methods			10	10
	Work Integrated Learning (WIL)			40	40
	Enterprise Resource Planning and Information Technology Integration			10	10
	IT Governance & Management			10	10
	Web Development 2			15	15
	Capstone Project			30	30
<b>STRANDS/ SPECIALIZATION</b>	Subjects/ Courses/ Modules/Units	<b>Credits Per Relevant NCQF Level</b>			<b>Total Credits</b>
		<b>Level [ ]</b>	<b>Level [ ]</b>	<b>Level [7]</b>	

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1.	N/A				
2.					
<b>Electives</b>	Information Security Management			15	15
	Strategic Management			15	15
	Financial Management			15	15
	Data Warehousing and Data Mining			15	15

### SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL

#### TOTAL CREDITS PER NCQF LEVEL

NCQF Level	Credit Value
NCQF Level 5 Modules	70
NCQF Level 6 Modules	85
NCQF Level 7 Modules	325
<b>TOTAL CREDITS</b>	<b>480</b>

**Rules of Combination:**

**(Please Indicate combinations for the different constituent components of the qualification)**

Qualification Combination Rules Based on Module Status per NCQF Designation of Fundamental, Core, and Elective Modules entail that:

- (a) Compulsory core modules with total of 380 credits
- (b) Fundamentals modules which are also compulsory with a total of 85 credits
- (c) Elective modules, only one should be selected to make total of 15 credits.

To graduate a candidate should have completed one electives module, done all core modules and fundamentals modules to attain 480 credits.

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### ASSESSMENT ARRANGEMENTS

#### 1.1. Assessment Arrangements

Learners shall be evaluated based on a summative and formative evaluation approach which considers the attainment of qualification learning outcomes.

#### 1.2. Assessment Strategies and Requirements.

- (a) All Assessments shall be compiled by ETP's lecturers who are BQA accredited as assessors.
- (b) All assessors should have a Master of Business Commerce in Business Information Technology Management or related qualification.
- (a) The contribution of assessment to the final module grade is 60% formative and 40% summative.

### MODERATION ARRANGEMENTS

#### 1.1. Moderation Arrangements

The following shall apply for both internal and external moderation following applicable ETP policies and regulations:

#### 1.2. Appointment and Personnel Responsible for Internal and External Moderation

- Internal moderation shall be done by appointed and selected institution moderators, who are registered with BQA.
- External moderation shall be by moderators from other ETPs or industry.
- External moderators should be accredited with BQA as moderators, having a Master of Business Commerce in Business Information Technology Management or related areas.

### RECOGNITION OF PRIOR LEARNING

The shall be provision for award of credits through RPL in line with ETP policies

### CREDIT ACCUMULATION AND TRANSFER

The shall be provision for award of credits through CAT in line with ETP policies

### PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

#### 1. Learning Pathways

##### Horizontal articulation of the qualification

- Bachelor of Science in Information Technology (
- Bachelor of Business Administration
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems
- Bachelor of Science in Commerce
- Bachelor of Science in Electronic Commerce
- Bachelor of Science in Business Analytics:
- Bachelor of Science in Cyber Security

### Vertical articulation of the qualification

- Master of Science in Information Technology
- Master of Business in Administration
- Master of Science in Computer Science
- Master of Science in Information Systems
- Master of Science in Cyber Security
- Master of Science in Data Science

## 2. Employment Pathways

Graduates of the course may find employment in a range of public and private organisations for the following posts. Typical roles include in Business Information Technology Management domains and those related as

- IT Services Officer
- Data Centre Manager
- Information Manager / Security Manager
- Knowledge manager
- Business intelligence worker
- Business Process Analyst
- Information consultant
- Information Technology Management Specialist/ Management Consultant.
- IT Marketing Officer

### QUALIFICATION AWARD AND CERTIFICATION

The qualification in **Bachelor of Commerce in Business Information Technology Management** is awarded to a candidate who must attain 480 credits to graduate. The following conditions for attaining credits for graduation should be fulfilled.

- Elective modules shall have a total of 15 credits

- Core modules for the qualification should contribute a compulsory minimum of 380 credits
- Fundamentals modules shall consist of compulsory and minimum of 85 credits
- Complete Industrial attachment

To graduate a person should have completed 480 credits

### SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

#### Comparability Variable

#### Consolidated Similarities and Differences

Qualification Title	All qualifications combine IT and business management but vary slightly in title focus. This qualification emphasizes strategic business-IT integration, compared to broader titles at other institutions.
NQF Level	All qualifications are positioned at NQF Level 7 or equivalent, ensuring alignment with international bachelor's degree standards.
Credit Load	This qualification carries 480 credits, more comprehensive than Concordia's 120 credit hours and Strathmore's 4-year structure, reflecting a similar duration.
Main Exit Outcomes	All aim to produce graduates skilled in digital transformation, IT-business integration, and innovation. The reviewed qualification adds outcomes related to digital infrastructure leadership.
Modules (Structure & Coverage)	All include fundamentals, core, and electives. The reviewed qualification (e.g., IT Auditing, ERP Integration) aligned to local governance and digital economy needs.
Assessment Strategy	All use coursework and final exams. This qualification applies a 60% formative, 40% summative split; others vary (e.g., 50-50, or 40-60). WIL and Capstone are common.
Rules of Combination	All apply fundamental, core, and elective combinations. The reviewed qualification mandates 85 fundamentals, 380 core, and 15 elective credits totalling 480.
Education Pathways	Graduates can pursue postgraduate degrees such as MBA, MSc in IT, Cybersecurity, or Data Science across all qualifications.
Employment Pathways	Employment opportunities are similar IT Analyst, Systems Consultant, Project Manager This qualification aligns more explicitly with Botswana's public and private ICT roles.

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### Comparability and articulation of the proposed qualification with the ones examined

The reviewed qualification and the benchmarks accord graduates similar opportunities for vertical progression to master's degrees in related fields as well as similar career opportunities.

### REVIEW PERIOD

Every 5 years, when a complete cycle of the qualification is achieved and by then there would be several alumni in the industry who can also participate in the evaluation of the qualification.

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For Official Use Only:

<b>CODE (ID)</b>			
<b>REGISTRATION STATUS</b>	<b>BQA DECISION NO.</b>	<b>REGISTRATION START DATE</b>	<b>REGISTRATION END DATE</b>
<b>LAST DATE FOR ENROLMENT</b>	<b>LAST DATE FOR ACHIEVEMENT</b>		

BOTSWANA  
Qualifications Authority