



**KITSO INTERNATIONAL COLLEGE**

*A Synergy of Theory & Practice*



# PROSPECTUS 2020/2021

# Corporate and Strategic Objectives

## Strategic Vision

To be the world-class Institution recognized for preparing industry-ready graduates geared to drive the economy nationally and globally.

## Strategic Mission

We produce industry ready graduates, through strict adherence to quality coupled with transformative and affordable learning systems. These systems provide an internal and external environmental scan to provide an adequate value adding and fitting response the Human Resource market.

## Strategic Objectives

- To provide quality teaching and learning
- To ready students for purpose competencies and enhance student technical skills
- To enhance student research capability
- To provide a well rounded level of student welfare and support
- To promote self-employment and instill a sense of responsibility within students

## Strategic values

- The commitment of quality education
- Constantly empower students through career earning programs
- An emphasis on academic integrity
- Practice professional and ethical standards
- To fulfill CSR engagements

## Strategic Motto

"A Synergy of Theory and Practice"

## **About us**

Kitso International College is a Private Tertiary Education Institution that was established in 2016 in response to the growing need for developing relevantly skilled technical Human Resource in Botswana and the region at large. The college is designed to deliver quality tertiary education to the citizens of Botswana and beyond by offering a diversity of relevantly crafted academic programs under its two faculties which are;

1. Faculty of Engineering
2. Faculty of Business & Strategic Management

The institution offers value based education which has far reaching benefits to the citizens of Botswana. These programs contribute immensely to the socio-economic development of the country. The institution is stationed at Plot 20623, Block 3 Industrial, with its collaborative engineering partner practical facility at Plot 14440, G-West Industrial, Gaborone.

## Managing Director's Foreword

I am profoundly proud of the effort and work done by our Board of Governors (BOG), Management and staff at Kitso International College to develop this Strategic Plan and we cannot wait to roll it out as we implement the agreed goals and objectives. The plan is a product of the painstakingly challenging work put in by the team in its efforts to produce a suitable vehicle that tackles the skills gap crisis that has for quite some time dogged the Botswana economy, and to a certain extent the region, for some time now. We did set in motion an institutional blue print that is deliberately and purposefully driven by the need to proactively solve the skills gap problem from the root rather than responding to the effects thereof. As this plan is being rolled out, Kitso International College as a new kid on the block, shall likewise evolve as it entrenches itself as a fitting solution provider to the country's Human Capital Development and it is hoped that the strength of the brand will soon attract regional Students therefore boosting the country's Tertiary education environment, more specially in the engineering Faculty. It is believed that it is those entities that are embed the propensity to anticipate change and address the attendant problem that will thrive now and in the future More so in this information and data age. To this end, Kitso International College has put in place a conveniently crafted 5 year Strategic that seek to evolve with the rapidly ever-changing technological environment so as to remain relevant at all times both in academic program development and institutional design strategies.

The plan emphasizes on a holistic approach and recognizes the role of the institution in developing Human Resource capacity in the country the collaborative interaction between it and some industrial players, more particularly so presently, in the automotive sector, and plans to widen the scope in the future. At all times, the plan keeps in mind the harsh realities That Botswana has a huge number of unemployed graduates and the overarching national desire is that a means be developed that does offer solutions to this reality rather than exacerbates the existing situation. Kitso International College is designed with this reality and offers incremental solution as its graduates will not flood the streets but increase job opportunities in the economy. Our learning environment is inherently stimulating to the learners and the hands-on approach is actually the icing on the cake.

The plan has a number of strategies intertwined and woven together to offer the ideal learning environment for Tertiary Education from the base up. The quality standard is designed to produce unparalleled competitive advantage in the market place both nationally and regionally. The college hopes to rapidly evolve into a university in the not so distant future. The deliberate linked mixture of real industrial practice and theory brings to life our motto **"A synergy of Theory and Practice"**

Thank you!

**Managing Director**



# FACULTY OF ENGINEERING



# AUTOMOTIVE BODY REPAIR AND PAINTING

Automotive Body Repair and Painting plays a pivotal role in the industry and commerce by developing skills and competence in students to work on accident damaged vehicles and applies their knowledge and skills in automotive body repairing and painting.

## Entry Requirements

- i. BGCSE - Botswana General Certificate of Secondary Education, 3 Passes,
- ii. IGCSE - International General Certificate of Secondary Education, 3 Passes  
**or,**
- iii. Maturity Entry with BGCSE and a letter confirming on the job training in Automotive Body Repair and Painting for a minimum period of 2 years with the same company.
- iv. Recognition of Prior Learning (RPL) - of on-the-job training and assessment by the employer to confirm competence. Kitso international College shall use the Evaluation form to determine the competence in terms of credits as portrayed by the number of hours worked in the relevant position.

Program:		AUTOMOTIVE BODY REPAIR AND PAINTING		
Semester	No.	Module Title	Module Code	Duration
1	1	AUTOMOTIVE BODY REPAIR TECHNOLOGY 1	ABR20	6 MONTHS
	2	TECHNICAL COMMUNICATION	TCO25	
	3	ENGINEERING DRAWING	EDR18	
	4	ENGINEERING MATHEMATICS	EMA21	
	5	ENGINEERING SCIENCE	ESC11	
	6	COMPUTER FUNDAMENTALS	CFS24	
	7	WORKSHOP PRACTICALS	WPR39	
2				6 MONTHS
	1	AUTOMOTIVE BODY REPAIR TECHNOLOGY 2	ABR23	
	2	AUTOMOTIVE REFINISHING AND PAINTING	ARP26	
	3	COMPUTER AIDED DESIGN	CAD34	
	4	ENTREPRENEURIAL SKILLS DEVELOPMENT	ESD40	
	5	WORKSHOP PRACTICALS	WPR39	

**NB:** Students will be engaged on in-house industrial attachment every week for two (2) days (Real work related learning)

# AUTOMOTIVE MECHANICAL TECHNOLOGY

Automotive Technology is designed to train students in Auto Mechanics, leading to gainful employment in automotive mechanical repair and fittings. On completion of the course, students will be skilled in repairing mechanical and automatic faults of vehicles and do proper fittings for the vehicle to perform effectively and efficiently.

## Entry Requirements

- i. BGCSE - Botswana General Certificate of Secondary Education, 3 Passes,
- ii. IGCSE - International General Certificate of Secondary Education, 3 Passes
- or,
- iii. Maturity Entry with BGCSE and a letter confirming on the job training in Automotive Mechanics for a minimum period of 2 years with the same company.
- iv. Recognition of Prior Learning (RPL) - of on-the-job training and assessment by the employer to confirm competence. Kitso international College shall use the Evaluation form to determine the competence in terms of credits as portrayed by the number of hours worked in the relevant position.

Program:		AUTOMOTIVE MECHANICAL TECHNOLOGY		
Semester	No.	Module Title	Module Code	Duration
1	1	ENGINEERING SCIENCE	ESC11	6 MONTHS
	2	ENGINEERING DRAWING	EDR18	
	3	AUTOMOTIVE TECHNOLOGY 1	ATE14	
	4	TECHNICAL COMMUNICATION	TCO25	
	5	ENGINEERING MATHEMATICS	EMA21	
	6	COMPUTER FUNDAMENTALS	CFS24	
	7	WORKSHOP PRACTICALS	WPR36	
2	1	AUTOMOTIVE TECHNOLOGY 2	ATE15	6 MONTHS
	2	AUTOMOTIVE ENGINES	AEN12	
	3	AUTOMOTIVE ELECTRICS & ELECTRONICS	AEE31	
	4	ENTREPRENEURIAL SKILLS DEVELOPMENT	ESD40	
	5	COMPUTER AIDED DESIGN	CAD34	
	6	WORKSHOP PRACTICALS	WPR36	

**NB:** Students will be engaged on in-house industrial attachment every week for two (2) days (Real work related learning)

# AUTOMOTIVE COLLISION ESTIMATION

Automotive Collision estimation is a programme designed to train students in the level of collision estimation and leading them to positions that would give them the best expectations in the industry. Students are taught on how to assess the cost of damage on accident damaged cars and apply their knowledge and skills in estimation and costing using computerized systems

## Entry Requirements

- i. BGCSE - Botswana General Certificate of Secondary Education, 3 Passes,
- ii. IGCSE - International General Certificate of Secondary Education, 3 Passes  
**or,**
- iii. Maturity Entry with BGCSE and a letter confirming on the job training in Automotive Collision Estimation for a minimum period of 2 years with the same company.
- iv. Recognition of Prior Learning (RPL) - of on-the-job training and assessment by the employer to confirm competence. Kitso international College shall use the Evaluation form to determine the competence in terms of credits as portrayed by the number of hours worked in the relevant position.

Program:		AUTOMOTIVE COLLISION AND ESTIMATION		
Semester	No.	Module Title	Module Code	Duration
1	1	AUTOMOTIVE COLLISION AND ESTIMATION	ACE10	6 MONTHS
	2	AUTOMOTIVE CONSTRUCTION	ACO22	
	3	MAJOR COLLISION REPAIR	MCR20	
	4	TECHNICAL COMMUNICATION	TCO25	
	5	ENGINEERING MATHEMATICS	EMA21	
	6	COMPUTER FUNDAMENTALS	CFS24	
	7	WORKSHOP PRACTICALS	WPR38	
2				
	1	REPARING AUTO PLASTICS	RAP30	6 MONTHS
	2	AUTOMATED ESTIMATION	AES33	
	3	AUTOMOTIVE REFINISHING MATERIALS	ARM29	
	4	COLLISION SOFTWARE AND APPLICATIONS	CSA35	
	5	ENTREPRENEURIAL SKILLS DEVELOPMENT	ESD40	
	6	WORKSHOP PRACTICALS	WPR38	

**NB:** Students will be engaged on in-house industrial attachment every week for two (2) days (Real work related learning)



# AUTOMOTIVE ELECTRICAL TECHNOLOGY

Automotive Electrical Technology is designed to train students in Auto- Electrics, leading to gainful employment in the automotive industry. After completing the phases of the Automotive Electrical Technology, students shall be capable of entering the world of work as an automotive electrical technician or Entrepreneurship selling automotive electrical parts

## Entry Requirements

- i. BGCSE - Botswana General Certificate of Secondary Education, 3 Passes,
- ii. IGCSE - International General Certificate of Secondary Education, 3 Passes
- or,
- iii. Maturity Entry with BGCSE and a letter confirming on the job training in Automotive Electrics for a minimum period of 2 years with the same company.
- iv. Recognition of Prior Learning (RPL) - of on-the-job training and assessment by the employer to confirm competence. Kitso international College shall use the Evaluation form to determine the competence in terms of credits as portrayed by the number of hours worked in the relevant position.

Program:		AUTOMOTIVE ELECTRICAL TECHNOLOGY		
Semester	No.	Module Title	Module Code	Duration
1	1	AUTOMOTIVE TECHNOLOGY 1	ETE16	6 MONTHS
	2	ENGINEERING SCIENCE	ESC11	
	3	ENGINEERING DRAWING	EDR18	
	4	TECHNICAL COMMUNICATION	TCO25	
	5	ENGINEERING MATHEMATICS	EMA21	
	6	COMPUTER FUNDAMENTALS	CFS24	
	7	WORKSHOP PRACTICALS	WPR37	
2				6 MONTHS
	1	AUTOMOTIVE TECHNOLOGY 2	ETE17	
	2	AUTOMOTIVE CIRCUIT THEORY	ACT19	
	3	AUTOMOTIVE LABORATORY	ALB13	
	4	ENTREPRENEURIAL SKILLS DEVELOPMENT	ESD40	
	5	COMPUTER AIDED DESIGN	CAD34	
	6	WORKSHOP PRACTICALS	WPR37	

**NB:** Students will be engaged on in-house industrial attachment every week for two (2) days (Real work related learning)

# FACULTY OF HEALTH SCIENCES



# OCCUPATIONAL HEALTH AND SAFETY

In this programme students will explore the health and safety issues on physical and psychological health. They will gain knowledge and skills on the current state of occupational safety and health in Botswana and globally, including the enforcement of laws regulating occupational safety and health and the roles of workers, unions and employers.

## Entry Requirements

- i. BGCSE - Botswana General Certificate of Secondary Education, 3 Passes,
- ii. IGCSE - International General Certificate of Secondary Education, 3 Passes
- or,
- iii. Maturity Entry with BGCSE and a letter confirming on the job training in Health & Safety for a minimum period of 2 years with the same company.
- iv. Recognition of Prior Learning (RPL) - of on-the-job training and assessment by the employer to confirm competence. Kitso international College shall use the Evaluation form to determine the competence in terms of credits as portrayed by the number of hours worked in the relevant position.

Program:		OCCUPATIONAL HEALTH AND SAFETY		
Semester	No.	Module Title	Module Code	Duration
1	1	INTRODUCTION TO OHS	OHS11	6 MONTHS
	2	ACCIDENT INVESTIGATION & EMERGENCY PROCEDURES	AEP13	
	3	BUSINESS COMMUNICATION	BCO20	
	4	COMPUTER FUNDAMENTALS	CFS24	
	5	HAZARD IDENTIFICATION AND RISK ASSESSMENT	HIR12	
2	1	MANAGING CONSTRUCTION ACTIVITIES & INCIDENTS	MCA17	6 MONTHS
	2	HEALTH AND SAFETY MANAGEMENT	HSM20	
	3	ENTREPRENEURIAL SKILLS DEVELOPMENT	ESD40	
	4	MANAGING HEALTH STRESSORS AND TRAINING	MHS34	
	5	ECONOMICS AND OCCUPATIONAL DISEASES	EOD37	

# FACULTY OF BUSINESS AND STRATEGIC PLANNING



# SECURITY AND RISK MANAGEMENT

Security and Risk management programme explores the management and organisation of security measures to be considered in government and private entities. The institution will train students on the physical security of both workers and building property, as well as properly managing security to minimize terrorists or criminal risks. Students will learn how to update existing security systems and run in-house security programmes. They will study all areas of Security and Risk Management including computer security, criminal liability, risk management, incident command systems, surveillance systems and homeland security

## Entry Requirements

- i. BGCSE - Botswana General Certificate of Secondary Education, 3 Passes,
- ii. IGCSE - International General Certificate of Secondary Education, 3 Passes  
**or,**
- iii. Maturity Entry with BGCSE and a letter confirming on the job training in Security Risk and Management for a minimum period of 2 years with the same company.
- iv. Recognition of Prior Learning (RPL) - of on-the-job training and assessment by the employer to confirm competence. Kitso international College shall use the Evaluation form to determine the competence in terms of credits as portrayed by the number of hours worked in the relevant position.

Program:		SECURITY AND RISK MANAGEMENT		
Semester	No.	Module Title	Module Code	Duration
1	1	INTRODUCTION TO SECURITY MANAGEMENT	1SM16	6 MONTHS
	2	INTRO TO SECURITY TECH & INFO SECURITY	IST11	
	3	BUSINESS COMMUNICATION	BCO20	
	4	COMPUTERS AND CYBERCRIME	CCY24	
	5	INTRODUCTION TO PSYCHOLOGY AND CRIME	IPC37	
2	1	SECURITY RISK MGT AND CONTROL MEASURES	SMC17	6 MONTHS
	2	FINANCIAL RISK MANAGEMENT 1	FRM11	
	3	CRISIS AND EMERGENCY MANAGEMENT	CEM13	
	4	ENTREPRENEURIAL SKILLS DEVELOPMENT	ESD40	
	6	CORPORATE INVESTIGATIONS 1	CO119	



# PROJECT MANAGEMENT

On completion of the programme students will apply their technics on cost effective management of short term and long term projects. Project management principles and methodology are provided with special focus on planning, controlling, and coordinating individual and group efforts. Students should be able to develop a project plan and scheduling resources, project risk analysis, work breakdown structure and project networks.

## Entry Requirements

- i. BGCSE - Botswana General Certificate of Secondary Education, 3 Passes,
- ii. IGCSE - International General Certificate of Secondary Education, 3 Passes  
**or,**
- iii. Maturity Entry with BGCSE and a letter confirming on the job training in Project Management for a minimum period of 2 years with the same company.
- iv. Recognition of Prior Learning (RPL) - of on-the-job training and assessment by the employer to confirm competence. Kitso international College shall use the Evaluation form to determine the competence in terms of credits as portrayed by the number of hours worked in the relevant position.

Program:		PROJECT MANAGEMENT		
Semester	No.	Module Title	Module Code	Duration
1	1	INTRODUCTION TO PROJECT MANAGEMENT	IPM11	6 MONTHS
	2	REALISTIC SCHEDULING AND ACCURATE ESTIMATION	RSE17	
	3	INITIATING PROJECT PLANNING	IPP18	
	4	BUSINESS COMMUNICATION	BCO20	
	5	COMPUTER FUNDAMENTALS	CFS24	
2	1	INTRODUCTION TO QUANTITATIVE METHODS	IQM25	6 MONTHS
	2	UNDERSTANDING PROJECT COST, SCHEDULE & QUALITY	PQS15	
	3	MANAGING PROJECT TEAMS	MPT16	
	4	PROJECT MANAGEMENT QUALITY ASSURANCE	PMQ19	
	5	ENTREPRENEURSHIP	ESD40	

# BUSINESS ENTREPRENEURSHIP

Business Entrepreneurship explores the management and organization of business measures in government and private sector. Students who graduate from this programme will have robust skills in business formation, innovation, project financing and in drawing project proposals and company profiles.

## Entry Requirements

- i. BGCSE - Botswana General Certificate of Secondary Education, 3 Passes,
- ii. IGCSE - International General Certificate of Secondary Education, 3 Passes
- or,
- iii. Maturity Entry with BGCSE and a letter confirming on the job training in Business Entrepreneurship for a minimum period of 2 years with the same company.
- iv. Recognition of Prior Learning (RPL) - of on-the-job training and assessment by the employer to confirm competence. Kitso international College shall use the Evaluation form to determine the competence in terms of credits as portrayed by the number of hours worked in the relevant position.

<b>Program:</b>		<b>BUSINESS ENTREPRENEURSHIP</b>			
<b>Semester</b>	<b>No.</b>	<b>Module Title</b>	<b>Module Code</b>	<b>Duration</b>	
1	1	INTRODUCTION TO ENTREPRENEURSHIP	ETE16	6 MONTHS	
	2	INTRODUCTION TO BUSINESS ACCOUNTING	IBA13		
	3	BUSINESS COMMUNICATION	BCO12		
	4	COMPUTER FUNDAMENTALS	CFS24		
	5	MARKETING FOR ENTREPRENEURSHIP	MFE20		
2				6 MONTHS	
	1	ENTREPRENEURSHIP AND SMALL BUSINESS MGT	ESM19		
	2	TECHNOLOGY AND INNOVATION	TAI21		
	3	BUSINESS IDEAS, PLANS & MODELS	BPM13		
	4	FAMILY BUSINESS MANAGEMENT	ESD40		
	5	INTRODUCTION TO QUANTITATIVE METHODS	IQM25		

## AUTOMOTIVE TECHNICAL TRAINING

- Battery, Starting & Charging Systems (Basic) – (3 days)
- Battery, Starting & Charging Systems (Advanced) – (5 days)
- Lighting Systems, I (Interior & External) – (3 days)
- Lighting Systems, II (Interior & External) – (5 days)
- Vehicle Protection Systems I (Alarms, Central Locking and immobilizers) – (3 days)
- Vehicle Protection Systems II (Alarms, Central Locking and immobilizers) – (5 days)
- Engine Management Systems I – (5 days)
- Engine Management Systems II – (5 days)
- Collision Cost Estimation (intermediate) – (5 days)
- Collision Cost Estimation (Accident Reconstruction) – (10 days)
- Introduction to Vehicle Electrics & Electronics – (3 days)
- Vehicle Electrics & Electronics – (5 days)
- Vehicle Navigation Systems (Navigation, Cruise Control and Driver Assist Systems) – (5 days)
- Vehicle Comfort Systems (Climate Control, Infotainment and Restraint Systems) – (5 days)
- Fleet Management – (5 days)
- Vehicle Traction Control Systems (Drive Modes, ABS and TPS) – (5 days)

## HEALTH SCIENCES

- Occupational Health & Safety (2 days)
- Fire Marshal (1 Day)
- Introduction to Tools, Material Handling and Safety Procedures (2 days)

## **BUSINESS AND STRATEGIC PLANNING**

- Credit Control and Debt Management (Level 1, 2, 3) (2 days each level)
- Business Systems Analysis (2 days)
- Book Keeping (3 Days)
- Financial Management for Finance and Non-Finance personnel (Level 1, 2,3) (3 days each level)
- Accounting (Level 1, 2, 3) (3 days each level)
- Business Development Management (3 Days)
- Cost and Management Accounting (5 Days)
- Operations Management (3 Days)
- Effective Project Management, Monitoring & Evaluation with Data Analysis (2 days)
- Operations Management (3 Days)
- Knowledge Management (2 days)
- Digital Marketing (2 days)
- Labour Relations (2 days)
- Business Risk Management (2 days)
- Team Building (2 days)
- Microsoft Office Excel (Basic, Intermediate, Advanced) (2 days each level)
- Microsoft Office Word (Basic, Intermediate, Advanced) (2 days each level)
- Microsoft Office PowerPoint, Access & Project) – (2 days each)
- Effective Project Management, Monitoring & Evaluation with Data Analysis (2 days)
- Computers and internet for beginners (2 days)

## **ONLINE AND DISTANCE LEARNING**

At Kitso international college we offer online and distance learning for all courses. This is done in an effort of being more accessible to our students all over the world and additionally to keep up with current world technology.

# RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is an assessment process that Kitso International College recognizes and acknowledges that you already have knowledge and skills from life and work experience, previous courses and training, or self-taught knowledge and skills. KIC basically recognizes the learner's formal or informal training whether that is by education, work experience or general life experience regardless of how or where the learning occurred. If you can provide evidence that you already have the relevant skills and knowledge, you may be able to use this to gain recognition for all or part of a course at KIC.

### Requirements

- Certified Copies of Certificates.
- References and/or Testimonials from Past Employers.
- Copies of Work and Job Card Records in Your Current Employment

Collection of evidence is needed to ensure that the evidence provided is valid, sufficient, authentic and current. When you apply for RPL, your knowledge and skills are measured against the equivalent module(s) or unit(s) in the relevant course. . If you are successful, you will be assessed as having already completed those modules or units in your course. This will enable you to complete your studies in less time and at less cost. In order to approve a Recognition of Prior Learning (RPL) application, you must be confident that you can demonstrate to KIC your ability to be competent against the competency performance criteria as specified



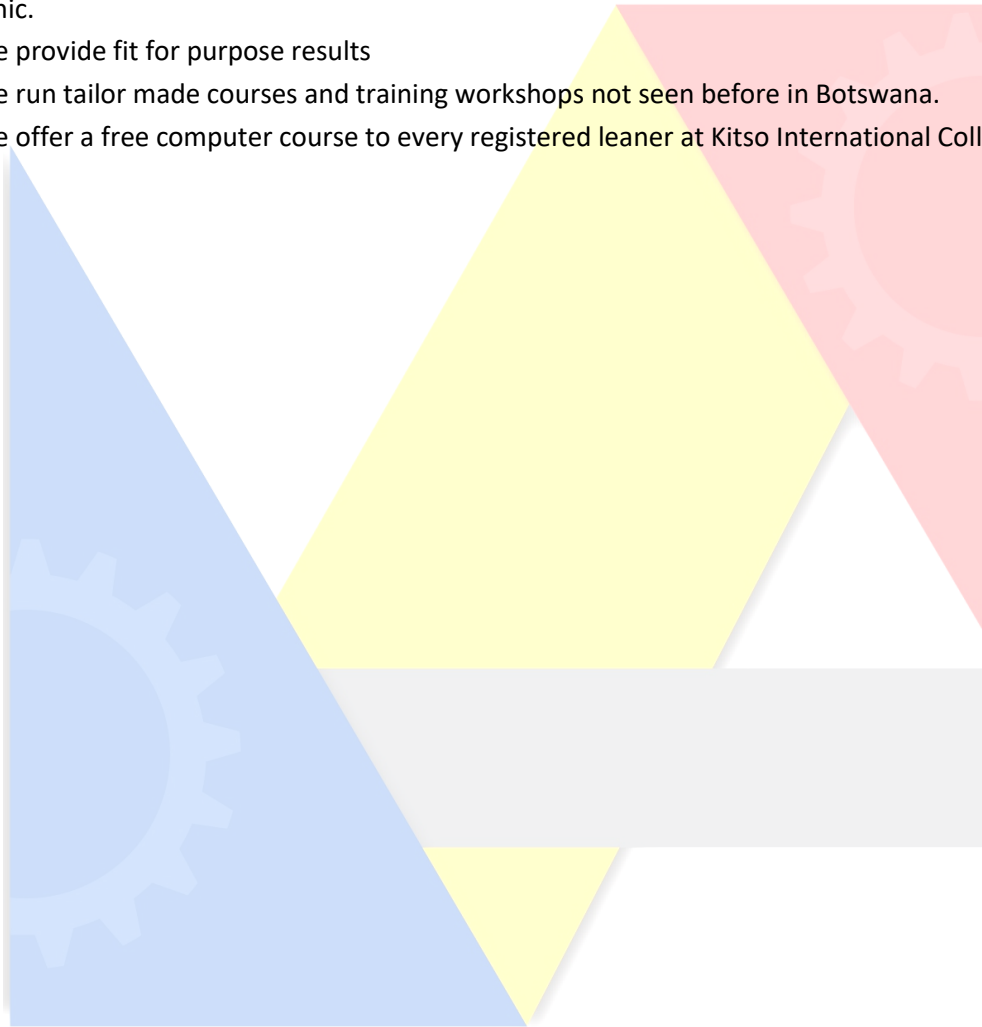


**KITSO INTERNATIONAL COLLEGE**

*A Synergy of Theory & Practice*

## **Study with us because...**

- We provide a fresh and dynamic approach to teaching that inspires innovation and builds work ethic.
- We provide fit for purpose results
- We run tailor made courses and training workshops not seen before in Botswana.
- We offer a free computer course to every registered learner at Kitso International College.





## **Our Contacts**

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