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Please go to <https://www.boston.ac.za/> for further details associated to each of these programmes.

## Higher Education Programmes

- BCom Management and Marketing
- Diploma in Systems Development
- Diploma in Systems Networks
- Diploma in Financial Accounting
- Diploma in Human Resource Management
- Diploma in Business Management
- Diploma in Marketing Management
- Diploma in Event Management
- Higher Certificate in Advertising & Integrated Communication Practice
- Higher Certificate in Marketing Practise
- Higher Certificate in Business Management Practise
- Higher Certificate in HIV/AIDS Counselling & Management
- Higher Certificate in Human Resource Management Practise

## Management and Marketing Courses

- Bachelor of Commerce in Management Marketing
- Diploma in Business Management
- Diploma in Marketing Management
- Higher Certificate in Business Management Practice
- Higher Certificate in Marketing Practise
- Higher Certificate in Marketing Specialization – Social Media
- Higher Certificate in Commerce in General Management
- Project Management
- The Retail Marketer
- The Sales Representative
- Marketing 101
- The Essentials of Management
- The Small Business Owner



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- The Warehouse Supervisor

## Accounting Programmes

- Executive Secretary Financial
- Credit Controller/ Assistant Bookkeeper
- Further Education and Training Certificate: Bookkeeping – Certified Senior Bookkeeper.
- National Certificate: Certified Junior Bookkeeper.
- Bookkeeper.
- Assistant Bookkeeper
- National Certificate: Public Sector Accounting – Public Sector Administrator
- Diploma in Financial Accounting
- Certificate: Certificate Accounting Technician.
- National Diploma: Financial Accounting – Certified Financial Accountant
- National Diploma: Technical Financial Accounting – Certified Technical Financial Accountant
- National Diploma: Public Sector Accounting – Technical Public Accountant

## Business Administration and Service

- Diploma in Office Administration
- Administrative Assistant
- Customer Help Desk Consultant
- Executive Secretary
- General Secretary
- Call Center Operator
- Office Assistant
- Debt Collector
- Receptionist Secretary
- Receptionist
- Stock Controller



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## Advertising, Communication and Public Relations

- Diploma: Commerce in Public Relations
- Higher Certificate in Advertising and Integrated Communication Practice
- Public Relations Assistant
- Media Consultant
- Brand Ambassador

## Hospitality, Events & Tourism Courses

- Diploma in Events Management
- The Event Planner
- Higher Certificate in Marketing Specialization Tourism
- Travels and Tourism Operations
- Hotel and Catering Operations
- Hospitality Management
- Booking Agent
- Tourism

## Information and Communication Technology (ICT)

- Diploma in Systems Development
- Diploma in Network Systems
- Microsoft Certified Solutions Associates: Window Server 2012
- Fundamentals for ICT
- Microsoft Certified Solution Developer
- Introduction to Programming
- Mobile App Development
- Software Specialist
- Networking Specialist



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- Computer Technician
- Networking Technician
- Secure Infrastructure Associate
- Security Analytics Specialist
- Computer Clerk
- Data Capture
- Introduction to Web & Graphic Designs

## Human Resource and Legal Studies

- Diploma in Human Resource Management
- Higher Certificate in Human Resource Management Practice
- National Certificate: Paralegal Practice – Human Relations and Employee Relations
- Conveyancing Secretary
- Executive Secretary Legal
- Paralegal