

BSI 
College Pty Ltd

Prospectus

2025 / 2026



www.bsisa.co.za

Why Study in South Africa?

South Africa is one of the most exciting study destinations in the world, offering a perfect blend of quality education, cultural diversity, and affordability. At BSI College, students benefit from internationally recognized programs delivered in a vibrant and supportive environment.

With our main campus in **Cape Town** and branches in **Johannesburg** and **Durban**, students enjoy access to three of South Africa's most dynamic cities, each offering unique opportunities for learning and growth.

Why Choose South Africa for Your Studies?

- Globally recognised qualifications at affordable tuition rates.
- A culturally diverse environment, enriching your learning experience.
- Modern teaching methods and industry-aligned programmes.
- Stunning surroundings, from cityscapes to world-famous natural landmarks.
- Opportunities for networking, internships, and career growth in a thriving economy.



Cape Town



Durban



Joburg

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About Our College

Shaping Bright
Futures Since 2005



WHO ARE WE

BSI College is a vibrant, world-class institution dedicated to delivering excellence in education while remaining *affordable*, *efficient*, and *industry-relevant*. We pride ourselves on nurturing innovation, fostering academic growth, and preparing students to become confident leaders in their chosen fields.

With a strong commitment to quality and global standards, our programs are designed to equip students with the skills, knowledge, and practical experience needed to thrive in an ever-evolving economy. We offer internationally competitive qualifications in areas such as *Business*, *Finance*, *Office Administration* and *English Language* — empowering our graduates to succeed anywhere in the world.

Our main campus is located in the heart of **Cape Town**, offering a dynamic and culturally rich learning environment. We also have branches in **Johannesburg** and **Durban**, making our programs accessible to students across South Africa. Each campus upholds the same high standards of teaching, resources, and student support, ensuring that no matter where you study, you receive the full BSI experience.



Vision, Missions, & Why BSI College



VISION & MISSION

We are dedicated to preparing our students with the skills, knowledge, and confidence to excel and stand out in their fields.

We create value for students, businesses, and society through targeted interventions that foster career success and the advancement of knowledge.

Our long-term purpose is to provide excellent undergraduate programs that equip students to become successful professionals in an increasingly diverse and interconnected world.

Why choose BSI College?

BSI College is a vibrant, world-class institution committed to *excellence, affordability, and quality*. We nurture innovation and foster academic growth to prepare students for leadership in a global market. Our internationally competitive programs empower graduates with the skills and knowledge to succeed in an ever-evolving world.



Accreditation Certificates & Affiliations



PROUDLY ACCREDITED BY



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

DHET



Quality Council for Trades & Occupations

QCTO



ICB
ACCREDITED BUSINESS
QUALIFICATIONS

ICB



F A S S E T

FASSET



accounting
technicians
SOUTH AFRICA

ATSA



SAICA
THE SOUTH AFRICAN INSTITUTE
OF CHARTERED ACCOUNTANTS


SAICA

BSI
College Pty Ltd



Quality assurance is a top priority at **BSI College**, and we are proud to be accredited by and affiliated with recognized professional and regulatory bodies, ensuring our programs meet the **highest academic** and **industry standards**.

Discover more about our vibrant college life!



Faculty of Language

This faculty focuses on developing strong English communication skills for academic, professional, and real-world contexts.



BSI College offers a dynamic curriculum that integrates national and international education standards, designed to equip students with the knowledge and skills needed to thrive in a rapidly changing world.

English Communication

About this Course

The **English Program** is specially designed for international students who are new to the English language or who wish to improve their communication skills for daily life, study, and work. The course takes a step-by-step approach, starting from basic everyday English and progressing to advanced and business-focused language skills.

Lessons combine *interactive activities, practical exercises, and real-life communication practice* to develop listening, speaking, reading, and writing abilities in a supportive environment. Students also learn about the cultural aspects of English-speaking countries, helping them adapt more easily to studying, working, or living in such environments.

By the end of the program, learners will be able to communicate confidently in English and will have the language skills needed for academic success, workplace communication, and social integration.

Learning Objectives

This program supports a wide range of opportunities, including administrative and customer service roles, tourism and hospitality positions, media and communication careers, and preparation for further studies in English-speaking environments. Strong English skills also enhance employability across all industries and improve workplace communication.



English Communication Continues

Learning Privileges

This program opens doors to a variety of opportunities, including administrative and customer service roles, tourism and hospitality positions, media, communication, and creative industries, preparation for further studies in English-speaking environments, and enhanced workplace communication across all industries.

Level 1. Beginner	Level 2. Intermediate	Level 3. Pre-Advanced	Level 4. Advance	Level 5. Business Literacy
Learn basic grammar, essential vocabulary for daily life, simple sentence structures, introductions, asking and answering questions, and essential pronunciation.	Improve fluency in conversations, expand vocabulary, develop reading comprehension for short texts, write simple paragraphs, and understand basic workplace communication.	Focus on complex grammar, workplace and academic vocabulary, writing formal letters and short reports, listening to extended speech, and participating in group discussions.	Master advanced grammar structures, persuasive speaking, detailed report writing, professional presentations, critical reading of various texts, and effective negotiation skills.	Apply English skills in a business context, including professional correspondence, business report writing, workplace presentations, reading contracts and proposals, understanding business terminology, and participating in meetings with confidence.

Faculty of Business & Finance

This faculty prepares students for dynamic roles in finance, business management, and administration and more. Programs are designed to develop strategic thinking, financial expertise, and operational excellence.

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Business Management

About this Course

The ICB Business Management Program is designed to equip learners with the skills and knowledge to run a successful business or department. Over three levels, students build expertise in leadership, marketing, financial management, project coordination, and strategic decision-making. This qualification is ideal for those aiming to enter management roles, start their own business, or enhance their operational and strategic abilities in an organizational setting.

Learners progress from mastering foundational management and office practices to advanced corporate strategy and financial control, earning certificates at each stage

Learning Objectives

This program equips students to analyze, plan, and implement business strategies. Learners develop a strong understanding of business operations, leadership, and finance, while gaining skills in marketing, project management, and business communication. The focus is on managing resources effectively to achieve organizational goals.

Career Opportunities'

Graduates can pursue roles such as Business Manager, Project Manager, Business Analyst, Operations Manager, Marketing Manager, Sales Manager, or become an Entrepreneur/Small Business Owner.



Business Management Continues

Level 1 – Foundation (NQF 4) (12 months)	Level 2 – Intermediate (NQF 5) (12 months)	Level 3 – Advanced (NQF 6) (12 months)
Business Management 1 Price per subject -R6000	Business Management 2 Price per subject -R6000	Business Management 3 Price per subject -R6000
Office and Legal Practice Price per subject -R6000	Marketing Management and Public Relations Price per subject -R6000	Financial Management and Control, Management Price per subject -R6000
Business Literacy. Price per subject -R6000	Financial Statements Price per subject -R6000	Research Theory and Practice Price per subject -R6000



FINANCIAL ACCOUNTING

About this Course

The ICB Financial Accounting Program is a 3-year comprehensive diploma designed to guide students from foundational bookkeeping to advanced financial management. Learners progress through four levels — Bookkeeper, Senior Bookkeeper, Accounting Technician, Financial Accountant — earning certificates at each stage.

Accredited by the Institute of Certified Bookkeepers (ICB) and registered with SAQA, this qualification suits individuals aiming to work in financial accounting, payroll, taxation, and business finance.

Learning Objectives

- Graduates will be able to:
- Understand core accounting theory and practices
- Interpret and apply IFRS
- Compile and submit SARS tax returns
- Compile full Annual Financial Statements
- Apply corporate strategy, management accounting, and regulation knowledge

Career Opportunities'

SARS Registered Tax Practitioner, Senior Bookkeeper, Financial Assistant, , Accounts Manager, Financial Controller, Junior Accountant, Assistant Finance Manager & Payroll Manager



Financial Accounting Continues

Bookkeeper Level (NQF 3, SAQA ID: 58375 120 credits) (12 months)	Senior Bookkeeper Level (NQF 4, SAQA ID: 58376 130 credits) (12 months)	Accounting Technician Level (NQF 5, SAQA ID: 36213 Cumulative) (12 months)	Financial Accountant Level (NQF 6, SAQA ID: 20366 Final 280 credits) (12 months)
Bookkeeping to trial balance. ----- <i>Price per subject</i> -R6000	Financial Statements. ----- <i>Price per subject</i> -R6000	Income tax returns. ----- <i>Price per subject</i> -R6000	Corporate strategy. ----- <i>Price per subject</i> -R6000
Payroll and monthly SARS returns. ----- <i>Price per subject</i> -R6000	Cost and management Accounting ----- <i>Price per subject</i> -R6000	Business law and accounting control. ----- <i>Price per subject</i> -R6000	Management Accounting Control systems. ----- <i>Price per subject</i> -R6000
Computerized bookkeeping. ----- <i>Price per subject</i> -R6000			Research theory and practice. ----- <i>Price per subject</i> -R6000
Business literacy ----- <i>Price per subject</i> -R6000			



Office Administration

About this Course

The ICB Office Administration Program provides comprehensive training in running efficient and professional office environments. Students learn to combine administrative excellence with financial and business management skills, enabling them to support and manage business operations effectively.

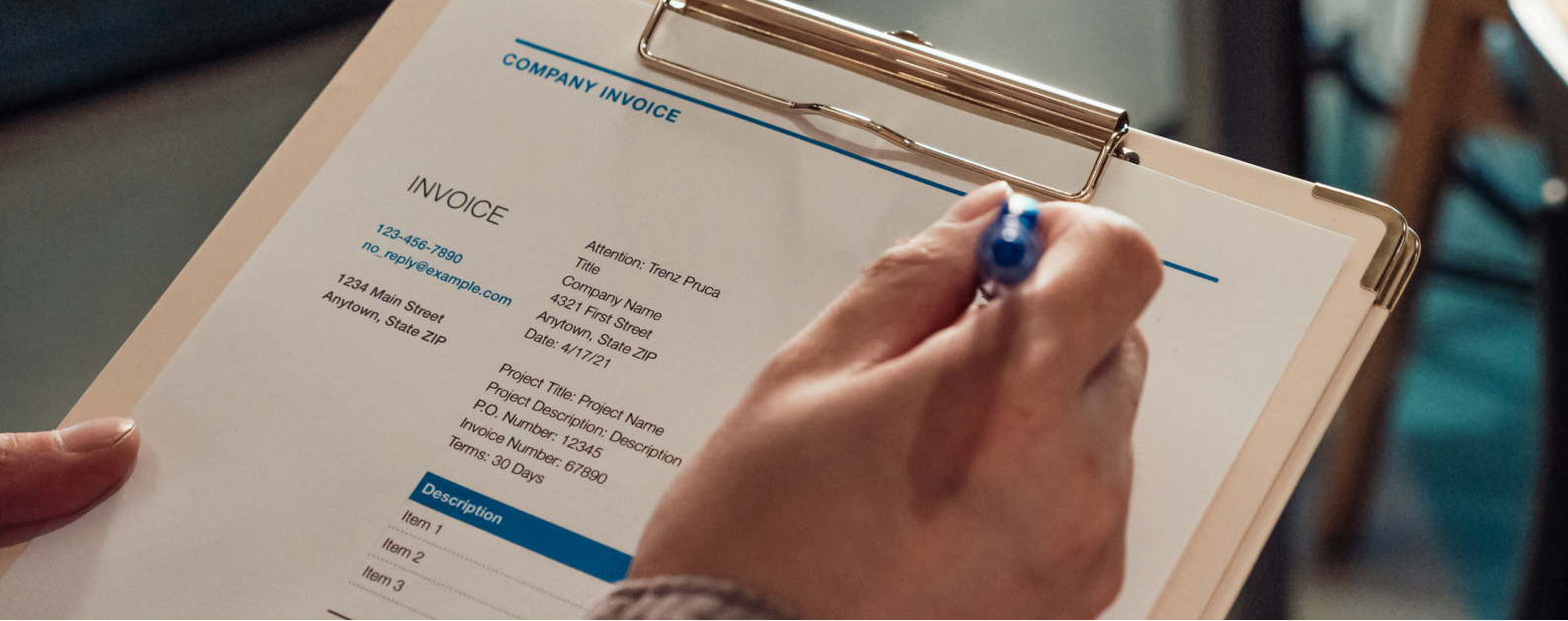
Over three levels, learners gain proficiency in bookkeeping, office and legal practices, marketing, business law, human resources, and strategic office management. This program suits those pursuing careers in administrative management, executive assistance, or office coordination in a variety of sectors.

Learning Objectives

This program trains students to manage office systems and administration processes while delivering excellent customer service. It develops competence in bookkeeping and financial administration, as well as knowledge of business law, human resources, and project coordination. Strong computer literacy skills are also emphasized for efficient operations in office settings.

Career Opportunities'

Graduates can work as Office Managers, Executive Assistants, Administrative Managers, Customer Service Managers, Reception Supervisors, Personal Assistants, or Administrative Coordinators.



Office Administration Continues

Level 1 – Foundation (NQF 5) (12 months)	Level 2 – Intermediate (NQF 5) (12 months)	Level 3 – Advanced (NQF 6) (12 months)
Business and Office Administration 1 ----- <i>Price per subject</i> -R6000	Business and Office Administration 2 ----- <i>Price per subject</i> -R6000	Business and Office Administration 3 ----- <i>Price per subject</i> -R6000
Bookkeeping to Trial Balance ----- <i>Price per subject</i> -R6000	Marketing Management and Public Relations ----- <i>Price per subject</i> -R6000	Financial Statements ----- <i>Price per subject</i> -R6000
Business Literacy ----- <i>Price per subject</i> -R6000	Business Law and Administrative Practice. ----- <i>Price per subject</i> -R6000	Human Resources Management and Labor Relations, Economics. ----- <i>Price per subject</i> -R6000

Certificates

Office & Administration Skills

	Duration
Reception / Frontline	
Telephone Skills and Etiquette	
Professional Conduct in the Workplace (Business Etiquette)	
Office Upkeeping (Office Cleaning & Serving Refreshments)	
Office Administrator	

Workplace Efficiency & Writing Skills:

	Duration
Manage Time & Stress for Better Performance	
Business Writing Essentials (Incl. Report Writing)	
Manage Meetings & Minute Taking	
Effective Report Writing	

Customer & People Skills:

	Duration
Customer Interaction (Level 1)	
Customer Interaction (Level 2)	
Conflict Management Skills	
Assertiveness & Self Confidence	
Effective Communication (Intra & Interpersonal) Skills	
Emotional Intelligence & Personal Mastery	

Career Development

Personal Development & Growth Skills:

	Duration
Emotional Intelligence & Personal Mastery	
Growth Mindset, Motivation & Resilience	
Diversity & Inclusion in the workplace	
Problem Solving & Decision Making	
Stock Control / Inventory Control	

Sales & Marketing Skills:

	DURATION
Selling and negotiating skills	
Effective Public Speaking (Presentation skills: Theory and Practical)	

Leadership Development Skills:

	DURATION
SUPERVISORY SKILLS (NEW LEADERS)	
MANAGERIAL LEADERSHIP (EXISTING MANAGERS)	
SITUATIONAL LEADERS	
EMPLOYMENT EQUITY (EE) COMMITTEE TRAINING	
DISCIPLINARY PROCESS IN THE WORKPLACE	
PERFORMANCE MANAGEMENT	
CHANGE MANAGEMENT	

Faculty of IT and Computer science

*Certificates and Short
Courses*

Computerized Short Courses

Introductory & Operating System

	Duration
MS Windows & Internet (Introduction)	
Computer Literacy & Proficiency Fundamentals	

Microsoft Office Suite

Word Processing

	Duration
MS Office Essentials	
MS Word (Introduction)	
MS Word (Intermediate)	
MS Word (Advanced)	
MS Word (Core)	

Spreadsheets & Data

	Duration
MS Excel (Introductory)	
MS Excel (Intermediate)	
MS Excel (Advanced)	
MS Excel: Super User (Expert)	
MS Excel: Dashboard Report Design	
MS Excel: Power Pivot & Power Queries	
MS Power BI	

Email & Presentations

	Duration
MS Outlook (Introduction to Intermediate)	
MS PowerPoint (Introduction to Advanced)	
MS Access (Introduction to Intermediate)	
MS Access (Advance)	

Project Management

	Duration
Overview of Project Management (Theory)	
MS Project (Introduction to Advanced)	



Admission Requirements

International Students

BSI College welcomes students from across the globe. To apply, international students must provide:

- Completed application form (online or in-person).
- Certified copies of academic transcripts and previous qualifications.
- A valid passport with sufficient validity for the duration of study.
- Proof of English language proficiency (if applicable).
- Proof of payment of the application fees, application form and passport.



Additional program-specific requirements may apply and will be communicated during the application process.

Local Students

Applicants from South Africa are required to submit:

- Completed application form (online or in-person).
- Certified copies of academic transcripts, school certificates, or other relevant qualifications.
- Copy of South African ID document or birth certificate.
- Proof of payment of the registration fee.

Additional program-specific requirements may apply.

Main requirements for both international and local students are application form, ID / Passport and Payment.



Admissions Process

2025/2026



At BSI College, we welcome students who are eager to grow, explore, and achieve excellence. Our admissions process is designed to ensure that every applicant is given a fair opportunity to showcase their potential.

HOW TO APPLY



01 ***Submit Your Application & Pay Registration Fee***

Complete the online or in-person application form, provide certified copies of your academic documents, and make payment of the registration fee to secure your application.



02 ***Receive Your Offer Letter***

Once your application and payment are confirmed, you will receive a conditional or unconditional offer letter with programme details.



03 ***Prepare for Your Studies***

Begin visa arrangements (for international students), plan accommodation, and finalize any additional requirements



04 ***Orientation & Start of Classes***

Attend the student orientation program and officially begin your journey with BSI College.



Rules & Regulations



Rules & Regulations

To maintain our high academic standards and ensure a safe, inclusive learning environment across all campuses, BSI College has a clear set of rules and policies.

These are designed to promote academic integrity, personal growth, and mutual respect among students, staff, and the wider community.

Key Regulations:

- **Attendance & Academic Performance** – Students are required to attend classes every day and maintain satisfactory academic progress including international students.
- **Code of Conduct** – Respect for fellow students, faculty, and college property is mandatory. Disruptive behavior or misconduct will not be tolerated.
- **Visa Compliance** – International students must comply with South African immigration laws and visa requirements.
- **Health & Safety** – Students are expected to follow all health, safety, and emergency procedures while on campus.
- **Financial Responsibility** – Tuition and associated fees must be paid according to the agreed schedule. **For International students:** Fees must be paid up to date to avoid immigration.

Failure to meet these requirements may result in **disciplinary action** or **termination of enrolment**.



Contact Information

Get in Touch with Us



Contact Us

We're here to answer your questions and guide you through the journey of joining BSI College SA. Whether you're a prospective student, a parent, or a partner, feel free to reach out to us.

Office Information

Cape Town Branch

33 Church street, Cape Town City Centre
Cape Town, 8001
Cell: +27 21 285 0213

Durban Branch

1108 Metlife, 391 Smith street, Durban Central
on the 11th floor, 4001
Cell: +27 31 100 0730

Johannesburg

28 Saddle Drive, Woodmead Office Park,
Sandton, Joburg, 2191
Cell: +27 10 065 0687

Office Hours

Monday to Thursday: 09:00 AM – 17:00 PM
Friday: 09:00 AM – 15:30 PM
Saturday: 10:00 AM – 14:00 PM (Appointment Only!)
Closed on Sundays and Public Holidays

Contact Information



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CREATING FINANCIAL WEALTH

Thank you for exploring BSI College SA. We look forward to welcoming **You** to our vibrant community where excellence meets opportunity.

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