Namibia Business School
Academic Programmes 2016

COURSES on Offer

Namibia Business School (NBS) invites applications for the following short courses:

Fundamentals of Finance for Non-Financial Professionals
(3 DAYS – 27-29 MAY 2015)
This course is one of NBS' flagship programmes and is developed to address basic areas in Accounting for persons who are not working directly in a finance area but need to understand the basics like the Accounting Cycle; The Key Accounting Reports; Single/Double Entry Accounting; Debits/Credits; Reading Annual Reports and the Basics of Budgeting.

Venue: Windhoek Country Club & Casino
Fee: N$6 500-; (Includes Registration Fee, Course Pack, Tea/Coffee/Lunches)

Business Writing Skills
(3 DAYS – 27-29 MAY 2015)
This course provides important tools to improve business writing skills (eg. Formal Letters, Proposals, Speeches etc).

Venue: Windhoek Country Club & Casino
Fee: N$4 500-; (Includes Registration Fee, Course Pack, Tea/Coffee/Lunches)

NBS offers a fresh approach to Executive Education - We provide pre-and-post course assessment as well as follow ups on action plans developed during training.

Contact us:
Taosoni! Noarises, Tel: +264 61 413504, exectraining@nbs.edu.na, www.nbs.edu.na
The programme will be offered on a full-time mode scheduled on a block release basis. Learning will be supplemented through the School’s e-learning platform.

**Criteria for Admission**

- An applicant should be a holder of a good Level 7 degree from the University of Namibia or an equivalent Level 7 qualification on the NQF.
- An applicant holding any Level 8 qualification (which is not relevant Business Administration/Management Science) and who wish to enter the MBA degree at the School will be admitted to the Post-Graduate Diploma as preparation for MBA studies.
- Applicants will write an admission test.

**Mode of Delivery**

The programme will be offered on full-time mode scheduled on a block release basis. Learning will be supplemented through the School’s e-learning platform.

**Modules in the Programme:**

**Year 1 (Semester 1)**

- Business Project in Business Administration and Personal & Professional Development
- Academic Writing for Post-Graduate Studies
- Advanced Business Law & Ethics
- Strategic Decision Making & Research Methods
- Business Accounting
- Strategic Financial Management
- Business Economics – A Macro-Level Perspective
- Business Economics – A Micro-Level Perspective

**Year 1 (Semester 2)**

- Strategic Human Resources Management
- Strategic Marketing Management
- Strategic Operations Management
- Strategic Project Management
- Managing Information Technologies
- Strategic Management

**Tuition Fees and Course Material**

See NBS Website [www.nbs.edu.na] – Tuition Fee: N$28,800 (Excluding course material and textbooks) Course material is made available on the NBS intranet platform only.