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
CRITERIA FOR ADMISSION

- An applicant should possess a relevant Level 6 qualification from a recognized institution of higher learning with a minimum of 8 years relevant work experience, of which one year should be at senior managerial level.

- Due to limited space, meeting the minimum requirements for the programme does not guarantee admission. The NBS reserves the right to interview candidates before final admission.

MODE OF DELIVERY

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

YEAR 1 (SEMESTER 1)

- English for Academic Purposes
- Strategy: Development & Implementation
- Strategic Risk Management
- Business Research Methodology

YEAR 1 (SEMESTER 2)

- Scenarios & Strategic Agility
- Leadership: Coaching & Mentoring
- Strategic Stakeholder Management
- Africa Study Visit

TUITION FEES AND COURSE MATERIAL

See NBS Website [www.nbs.edu.na] – Tuition Fees: N$40,000 – (excluding course material and textbooks) Course material is made available on the NBS intranet platform only.