Namibia Business School

Academic Programmes 2016
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DIPLOMA IN POLICE MANAGEMENT (LEVEL 5)

CRITERIA FOR ADMISSION

- An applicant should be in possession of a minimum Grade 12 certificate, with a minimum of 22 points in five subjects including English with at least a D symbol. In addition, a minimum of one (1) year experience in the Police Force or related service is a requirement for entry.

- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulation Prospectus. A special application is available for this purpose.

- Alternatively a candidate should have completed professional police training assessed at a minimum of Level 4 by the NQA.

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.

TUITION FEES AND COURSE MATERIAL

See NBS Website [www.nbs.edu.na] – Tuition Fees: N$30,000 – (excluding course material and text books). Course material is made available on the NBS intranet platform only.

YEAR 1 (SEMESTER 1)

- Introduction to Policing in Namibia
- Introduction to Human Rights
- Organizational Behaviour
- English for General Communication
- Contemporary Social Issues

YEAR 1 (SEMESTER 2)

- Sociology of Law
- Criminology & Crime Prevention
- Introduction to Research Methodologies
- Case Management Systems
- Introduction to Public Administration

MODULES IN THE PROGRAMME:
DIPLOMA IN PROJECT MANAGEMENT (NQF LEVEL 5)

CRITERIA FOR ADMISSION

- A candidate should possess a relevant level 4 qualification from a recognized institution of higher learning, with a minimum of 5 years relevant work experience, of which one year should be at managerial level.

- Alternatively, an applicant should be in possession of a minimum Grade 12 Certificate, 22 points as per UNAM scale in 5 subjects and English at a minimum D grade. In addition, a minimum of 5 years work experience, of which one year is at a managerial level, is required.

- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulation Prospectus. A special application is available for this purpose. For mature age entry, a candidate must be above 25 years old, in possession of a Grade 12 Certificate, with a minimum of 5 years work experience, of which one year is at a 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.

ADMISSION CRITERIA

The minimum duration of this programme is one (1) year and the maximum duration is two (2) years.

YEAR 1 (SEMESTER 1)

- English for General Communication
- Contemporary Social Issues
- Compute Literacy
- Principles of Project Management
- Project Leadership: Human Relations and Ethics
- Project Resources: Planning and Scheduling

YEAR 1 (SEMESTER 2)

- English for General Communication
- Project Cost and Procurement Management
- Project Scope, Risk and Quality Management
- Project Integration Simulation (MS Projects)
- Work Base Project

TUITION FEES AND COURSE MATERIAL

See NBS Website [www.nbs.edu.na] – (Tuition Fee: N$30.000 – excluding course material and textbooks) Course material is made available on the NBS intranet platform only.
DIPLOMA FOR NEW MANAGERS (NQF LEVEL 5)

CRITERIA FOR ADMISSION

- A candidate should possess a relevant level 4 qualification from a recognized institution of higher learning, with a minimum of 5 years relevant work experience, of which one year should be at managerial level.

- Alternatively, an applicant should be in possession of a minimum Grade 12 Certificate, 22 points as per UNAM scale in 5 subjects and English at a minimum D grade. In addition, a minimum of 5 years work experience, of which one year is at a managerial level, is required.

- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulation Prospectus. A special application is available for this purpose. For mature age entry, a candidate must be above 25 years old, in possession of a Grade 12 Certificate, with a minimum of 5 years work experience, of which one year is at a 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.

TUITION FEES AND COURSE MATERIAL

See NBS Website (www.nbs.edu.na) – Tuition Fees: N$35,000 – (excluding course material and text books). Course material is made available on the NBS intranet platform only.
DIPLOMA FOR MIDDLE MANAGERS (NQF LEVEL 6)

CRITERIA FOR ADMISSION

- An applicant should possess an Diploma for New Managers from the University of Namibia.

- Alternatively, an applicant should possess a relevant level 5 qualification from a recognized institution of higher learning, with a minimum of 5 years relevant work experience, of which two years should be at middle managerial level.

- Alternatively, an applicant should be in possession of a minimum Grade 12 Certificate, 22 points as per UNAM scale in 5 subjects and English at a minimum C grade. In addition, a minimum of 10 years work experience, of which five years are at middle managerial level.

- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulation Prospectus. A special application is available for this purpose. For mature age entry, a candidate must be above 25 years old, in possession of a Grade 12 Certificate, with a minimum of 10 years work experience, of which five years are at middle 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.

MODULES IN THE PROGRAMME:

YEAR 1 (SEMESTER 1)

- English Communication and Study Skills
- Computer Literacy
- Contemporary Social Issues
- Business Finance
- Operations & Project Management
- Marketing

YEAR 1 (SEMESTER 2)

- English for Academic Purposes
- Computerized Business Accounting for Midlevel Managers
- Business Negotiations
- Change Management for Midlevel Managers
- Strategic Management for Midlevel Managers

TUITION FEES AND COURSE MATERIAL

See NBS Website [www.nbs.edu.na]
- Tuition Fees: N$32,000 (excluding course materials and textbooks)
Course material is made available on the NBS intranet platform only.
DIPLOMA FOR SENIOR MANAGERS (NQA LEVEL 7)

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.

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.

MODULES IN THE PROGRAMME:

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
POST-GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION (PGdipBA)

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

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.

MODULES IN THE PROGRAMME:

SEMESTER 1 (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

SEMESTER TWO (2)

- Strategic Human Resources Management
- Strategic Marketing Management
- Strategic Operations Management
- Strategic Project Management
- Managing Information Technologies
- Strategic Management
MASTER OF BUSINESS ADMINISTRATION (MANAGEMENT STRATEGY) *

**CRITERIA FOR ADMISSION**

- A candidate must have a good relevant Level 8 Bachelor’s degree from the University of Namibia, or any other recognised University.

- Alternatively a candidate may present a relevant Post-Graduate Diploma OR an Honours degree from a recognized institution of higher learning.

- A candidate without a relevant Level 8 qualification will be admitted to the School’s Post-Graduate Diploma in Business Administration as preparation for the MBA.

- The level and nature of working experience will be criteria for selection, especially in the face of scarcity of places and in terms of creating a conducive learning environment drawing on real work cases.

- A prospective student may be interviewed and assessed through a written test by the Business School before recommending his/her application to the relevant UNAM structures.

**MODE OF DELIVERY**

The Master of Business Administration (Management Strategy) will be delivered full-time on a block-release basis augmented through the School’s e-learning platform. The minimum duration of the programme is eighteen (18) months.

**TUITION FEES AND COURSE MATERIAL**

See NBS Website [www.nbs.edu.na] – Tuition Fees: N$66,500 (Excluding course material and textbooks). Course material is made available on the NBS intranet platform only.

**MODULES IN THE PROGRAMME:**

**SEMESTER 1 (1)**

- Academic Writing for Post-Graduate Studies
- Advanced Business Ethics
- Business Research Methods
- Advanced Business Quantitative Methods
- Economics: Global and Firm Level Perspectives
- Human Resource Strategy
- Financial Management Strategy

**SEMESTER TWO (2)**

- Project Management
- Operations Strategy
- E-Business Strategy
- Marketing Strategy
- Corporate Governance
- Strategic Management

**SEMESTER THREE (3)**

- Business Project in Management Strategy

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* This programme is subject to a minimum number of eligible students to commence.
MASTER OF BUSINESS ADMINISTRATION (FINANCE)*

CRITERIA FOR ADMISSION

- A candidate must have a good relevant Level 8 Bachelor’s degree from the University of Namibia, or any other recognised University.
- Alternatively a candidate may present a relevant Post-Graduate Diploma OR an Honours degree from a recognized institution of higher learning.
- A candidate without a relevant Level 8 qualification will be admitted to the School’s Post-Graduate Diploma in Business Administration as preparation for the MBA.
- The level and nature of working experience will be criteria for selection, especially in the face of scarcity of places and in terms of creating a conducive learning environment drawing on real work cases.
- A prospective student maybe interviewed and assessed through a written test by the Business School before recommending his/her application to the relevant UNAM structures.

MODE OF DELIVERY

The Master of Business Administration (Finance) will be delivered full-time on a block-release basis augmented through the School’s e-learning platform. The minimum duration of the programme is eighteen (18) months.

TUITION FEES AND COURSE MATERIAL

See NBS Website (www.nbs.edu.na) – Tuition Fees: N$66,500 (Excluding course material and textbooks). Course material is made available on the NBS intranet platform only.

SEMESTER ONE (1)

- Academic Writing for Post-Graduate Studies
- Advanced Business Ethics
- Business Research Methods
- Advanced Business Quantitative Methods
- Economics: Global & Firm level Perspectives
- Financial Reporting and Analysis Corporat

SEMESTER TWO (2)

- African Financial Markets in the Global Economy
- Equity Investments
- Fixed Income
- Derivatives
- Alternative Investments
- Portfolio Management & Wealth Planning

SEMESTER THREE (3)

- Business Project in Finance

* This programme is subject to a minimum number of eligible students to commence.
MASTER OF BUSINESS ADMINISTRATION (NATURAL RESOURCES MANAGEMENT)*

**CRITERIA FOR ADMISSION**

- A candidate must have a good relevant Level 8 Bachelor’s degree from the University of Namibia, or any other recognized University.

- Alternatively a candidate may present a relevant Post-Graduate Diploma OR an Honours degree from a recognized institution of higher learning.

- A candidate without a relevant Level 8 qualification will be admitted to the School’s Post-Graduate Diploma in Business Administration as preparation for the MBA.

- The level and nature of working experience will be criteria for selection, especially in the face of scarcity of places and in terms of creating a conducive learning environment drawing on real work cases.

- A prospective student maybe interviewed and assessed by the Business School before recommending his/her application to the relevant UNAM structures.

**MODE OF DELIVERY**

The Master of Business Administration (Management Strategy) will be delivered full-time on a block-release basis augmented through the School’s e-learning platform. The minimum duration of the programme is eighteen (18) months.

**TUITION FEES AND COURSE MATERIAL**

See NBS Website ([www.nbs.edu.na](http://www.nbs.edu.na)) – Tuition Fees: N$66,500 (Excluding course material and textbooks). Course material is made available on the NBS intranet platform only.

**MODULES IN THE PROGRAMME:**

**SEMESTER 1 (1)**

- Academic Writing for Post-Graduate Studies
- Advanced Business Ethics
- Business Research Methods
- Comparative Natural Resources Policies & Laws
- Natural Resources Economics & Finance
- Comparative Environmental Management Practices
- Sustainable Tourism: Markets, Models & Strategies

**SEMESTER TWO (2)**

- Sustainable Energy: Markets, Models & Strategies
- Sustainable Mining: Markets, Models & Strategies
- Sustainable Water: Markets, Models & Strategies
- Sustainable Fisheries: Markets, Models & Strategies
- Sustainable Agriculture: Markets, Models & Strategies
- Sustainable Forestry: Markets, Models & Strategies

**SEMESTER THREE (3)**

- Business Project in Natural Resources Management

* This programme is subject to a minimum number of eligible students to commence.
MASTER OF BUSINESS ADMINISTRATION (PUBLIC SECTOR MANAGEMENT)*

* This programme is subject to a minimum number of eligible students to commence.

CRITERIA FOR ADMISSION

- A candidate must have a good relevant Level 8 Bachelor’s degree from the University of Namibia, or any other recognized University.
- Alternatively a candidate may present a relevant Post-Graduate Diploma OR an Honours degree from a recognized institution of higher learning.
- A candidate without a relevant Level 8 qualification will be admitted to the School’s Post-Graduate Diploma in Business Administration as preparation for the MBA.
- The level and nature of working experience will be criteria for selection, especially in the face of scarcity of places and in terms of creating a conducive learning environment drawing on real work cases.
- A prospective student maybe interviewed and assessed through a written test by the Business School before recommending his/her application to the relevant UNAM structures.

MODE OF DELIVERY

The Master of Business Administration (Management Strategy) will be delivered full-time on a block-release basis augmented through the School’s e-learning platform. The minimum duration of the programme is eighteen (18) months.

TUITION FEES AND COURSE MATERIAL

See NBS Website (www.nbs.edu.na) – Tuition Fees: N$66,500 (Excluding course material and textbooks). Course material is made available on the NBS intranet platform only.

MODULES IN THE PROGRAMME:

SEMESTER 1 (1)

- Academic Writing for Post-Graduate Studies
- Advanced Business Ethics
- Business Research Methods
- Public Sector Management & Leadership
- Economics of the Public Sector
- Managing Public Projects & Programmes
- Managing Public Finances

SEMESTER TWO (2)

- Managing Human Resources in the Public Sector
- Knowledge Management in the Public Sector
- Strategic Issues in Parastatal Management
- Strategic Issues at the Politics-Bureaucracy Interface
- Strategic Performance Management
- Strategic Issues in Sectoral Management

SEMESTER THREE (3)

- Business Project in Public Sector Management
MASTER OF BUSINESS ADMINISTRATION (ENTREPRENEURSHIP)*

CRITERIA FOR ADMISSION

- A candidate must have a good relevant Level 8 Bachelor’s degree from the University of Namibia, or any other recognized University.
- Alternatively a candidate may present a relevant Post-Graduate Diploma OR an Honours degree from a recognized institution of higher learning.
- A candidate without a relevant Level 8 qualification will be admitted to the School’s Post-Graduate Diploma in Business Administration as preparation for the MBA.
- The level and nature of working experience will be criteria for selection, especially in the face of scarcity of places and in terms of creating a conducive learning environment drawing on real work cases.
- A prospective student may be interviewed and assessed through a written test by the Business School before recommending his/her application to the relevant UNAM structures.

MODE OF DELIVERY

The Master of Business Administration (Entrepreneurship) will be delivered fill-time on a block-release basis augmented through the School’s e-learning platform. The minimum duration of the programme is eighteen (18) months.

TUITION FEES AND COURSE MATERIAL

See NBS Website (www.nbs.edu.na) – Tuition Fees: N$66,500 (Excluding course material and textbooks). Course material is made available on the NBS intranet platform only.

* This programme is subject to a minimum number of eligible students to commence.

MODULES IN THE PROGRAMME:

SEMESTER 1 (1)
- Academic Writing for Post-Graduate Studies
- Advanced Business Ethics
- Business Research Methods
- Entrepreneurship
- New Venture Creation & Development
- New Venture Financing, Venture Capital & Private Equity
- Mergers, Acquisitions & Alliances (MAAs) & Business Growth Strategies for Entrepreneurs

SEMESTER TWO (2)
- Franchising & Licensing
- Supply Chain Management for Entrepreneurs
- Brand Management for Entrepreneurs
- Negotiation & Bargaining for Entrepreneurs
- African Business Seminar
- Global Business Seminar

SEMESTER THREE (3)
- Business Project in Entrepreneurship
DOCTOR OF BUSINESS ADMINISTRATION (DBA)

CRITERIA FOR ADMISSION

- Applicants must be in possession of a Master of Business Administration (MBA) degree or any other relevant Level 9 qualification on the National Qualification Framework (NQF). Applicants MUST submit, together with their application, a Statement of Intent (3,000 words) outlining their research interest and agenda. Applications without this Statement, CANNOT be considered. It is important to note that admission is conditional on availability of a relevant and interested supervisor.

MODE OF DELIVERY

The Doctor of Business Administration will be delivered on a block-release basis augmented through the School’s e-learning platform. The programme cannot be completed in less than three (3) years.

TUITION FEES AND COURSE MATERIAL

Tuition Fee: See NBS Website [www.nbs.edu.na]
Course Fees: N$135,000 over 3 years - (excluding course material & textbooks). Course materials will be available on the NBS’s Intranet platform.

MODULES IN THE PROGRAMME:

YEAR 1 (1)

- Academic Writing for Post-Graduate Studies
- Advanced Business Ethics
- Research Methods – A
- Quantitative Methods – A
- Research Methods – B
- Quantitative Methods – B
- Research Seminars
- Personal & Professional Development

YEAR TWO & THREE (2/3)

- Research Seminars
- Dissertation
- Personal & Professional Development