

SCHOOL OF BUSINESS & PROFESSIONAL DEVELOPMENT

SHORT COURSES HANDBOOK

2025



Welcome Message

Welcome to the BIUST Short Courses 2025 Program! We have designed our HRDC-accredited short courses to equip industry practitioners and professionals with essential skills and practical expertise to succeed in today's dynamic work environment. Our team of experienced and dedicated experts has carefully developed these programs to meet industry needs and provide real-world applications.

Our courses cover business leadership, language and communication, as well as technical expertise, giving you the tools to enhance your career and personal growth. Whether you want to upskill, reskill, or explore new career opportunities, our flexible short courses help you achieve your professional development goals.

At the end of each program, you will receive a certificate as formal recognition of your newly acquired skills. This certification will strengthen and boost your credibility, and enhance your career prospects.

We are excited to support your journey toward professional excellence.

Welcome aboard to an exciting journey with us!

WE OFFER HRDC-ACCREDITED COURSES & OUR SUBJECT MATTER SPECIALISTS ARE BQA ACCREDITED

Contacts



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sbpdshortcourses@biust.ac.bw



www.biust.com

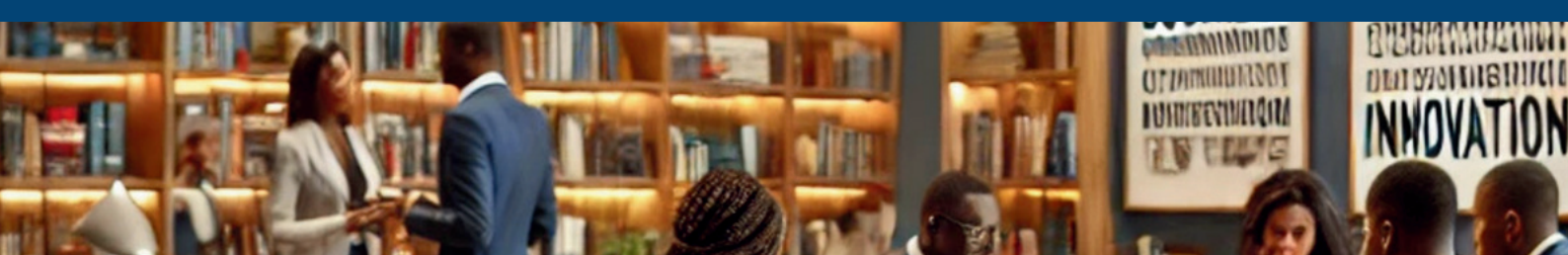
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Course Descriptions

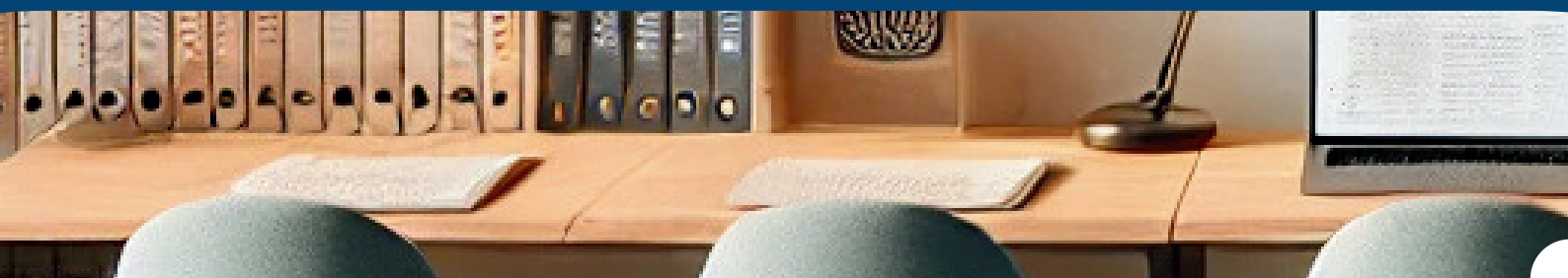
COURSE	DESCRIPTION
Project Management	Provides essential skills for managing projects, including planning, execution, monitoring, and completion.
Report Writing for Professionals	Teaches professional writing skills needed for creating clear and effective reports in various business contexts.
Research Methodology	Covers research methods, data analysis, and interpretation, essential for conducting rigorous and relevant research.
Risk Management	Focuses on identifying, assessing, and mitigating risks to ensure organizational resilience.
Design Thinking: Creative Problem Solving for Organisations	Develops skills in innovative problem-solving, creativity enhancement, and user-centered design approaches.
Executive Business Leadership	Enhances strategic leadership, decision-making, team management, and innovation to drive business growth.
Finance for Non-Finance Managers	Equips participants with knowledge of financial principles, budgeting, and financial statement analysis.

Professional Communication	Develops skills in verbal, written, and interpersonal communication for professional settings.
Negotiation Skills	Provides techniques in preparing, strategizing, and conducting negotiations for mutually beneficial outcomes.
Supply Chain Management	Focuses on optimizing supply chains, improving operational efficiency, and reducing costs.
Launching a New Business Venture	Covers critical aspects such as identifying viable business opportunities, developing a compelling value proposition, securing funding, and implementing effective marketing and operational strategies.
General Chinese	Covers basic Chinese language skills, including speaking, listening, reading, and writing to build cultural and linguistic proficiency.
Introduction to Basic Setswana Language and Culture	This course introduces students to the Setswana language and cultural practices, enhancing their ability to engage in multicultural environments.



Price List & Short Courses Delivery Schedule (2025)

COURSE TITLE	COURSE FEE	DURATION	SCHEDULED DATES (2025)
Project Management	P3,500.00	5 Days	1-4 April 2025
Professional Communication	P2,500.00	5 Days	7-11 April 2025
Finance for Non-Finance Managers	P3,000.00	5 Days	14-18 April 2025
General Chinese	P970.00	4 Weeks	24 April - 24 May 2025
Report Writing for Professionals	P2,500.00	3 Days	1-5 May 2025
Risk Management	P3,000.00	5 Days	5-9 May 2025
Introduction to Basic Setswana	P970.00	4 Weeks	12 May - 12 June 2025
Supply Chain Management	P3,000.00	5 Days	2-6 June 2025
Negotiation Skills	P2,500.00	3 Days	9-13 June 2025
Launching a New Business Venture	P2,900.00	5 Days	16-20 June 2025
Executive Business Leadership	P3,000.00	5 Days	1-7 July 2025
Research Methodology	P2,500.00	5 Days	8-14 July 2025
Design Thinking: Creative Problem Solving for Organisations	P3,000.00	5 Days	4-8 August 2025



Mode of Delivery

- All short courses are delivered through a flexible model of learning.
- For online learning, participants have access to live sessions, recorded lectures, and course materials.
- The following technical requirements must be met to ensure a smooth learning experience:

Required Equipment:

- Laptop or Desktop Computer (Minimum 4GB RAM, Webcam, and Microphone)
- Stable Internet Connection (Minimum 5 Mbps recommended)
- Headphones or Earphones (For clear audio during live sessions)
- Access to Zoom, Google Meet, or Microsoft Teams (Depending on the course)
- Basic Digital Literacy Skills (Ability to navigate online learning platforms, upload assignments, and engage in virtual discussions)

Banking Details

Bank: Stanbic Bank Botswana

Account Name: BIUST DF Current Account

Account Number: 9060003441496

Branch Name: Fairgrounds

Swift Code: SBICBWGX

Branch Code: 064967

Use your full name as a reference and send proof of payment to:

sbpdshortcourses@biust.ac.bw

Take the Next Step in Your Career – Enroll Now and Earn a Certificate from an internationally recognised institution.

Take the next step in your professional journey!

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