



LOGAN BUSINESS COLLEGE

ETP0121



2022
PROSPECTUS

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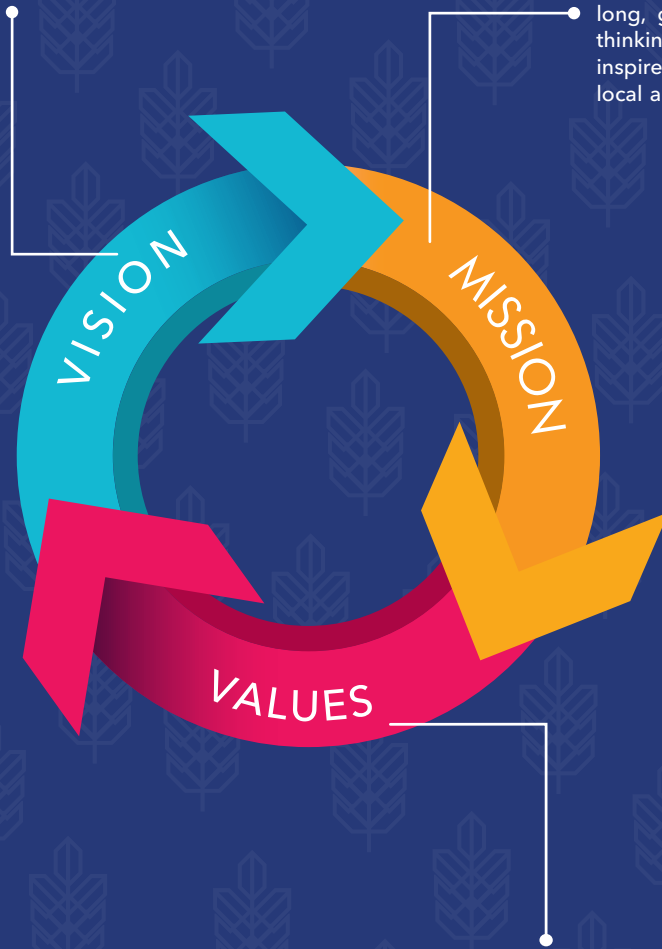
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Fees Structure

To be the best college providing qualifications that transform lives in our local and global community.

To provide excellent, sustainable, accessible and portable education for life long, grounded and critical thinking students who are inspired and transformed for local and global community.



Logan Business College brings together best practices from across the globe. We invest in building quality partnerships with leading institutions around the world.

- L** – Lifelong learning for enthusiastic and independent critical thinkers.
- O** – One College One Team.
- G** – Graduate students for professional success.
- A** – Accessible balanced learning excellence.
- N** – Nurturing new knowledge in response to rapidly changing world.



ABOUT LOGAN BUSINESS COLLEGE

Logan Business College is a private education training provider which was established on 8 December 2017 to provide quality education and training to the nation of Botswana and globe at large. The college evolved from what was formerly known as E-Zone training institute which had been registered as training and consultant service provider since 2008.

The college is registered and accredited as an Education Training Provider (ETP) by Botswana Qualification Authority (BQA), accreditation number ETP0121 under the new BQA regulation and mandate. Our programmes are also accredited by the same education quality regulatory and quality assurance body.

Our belief

LBC believes that "Education is the nectar of life" and a driver of both social and national changes. The above believe is captured in the words of the Late former president of the Republic of South Africa, the Late Nelson Rolihlahla Mandela who once said "Education is the great engine of personal development. It is through education that the daughter of a peasant can become a doctor; that the son of a mine worker can become the head of the mine; that a child of farm worker can become the president of a great nation. It is what we make out of what we have, not what we are given, that separates one person from another."

It is in these words of Mandela that LBC believes that an investment in education is investment in oneself, national social security, and human capital needed to drive agendas of the nation. It is why LBC is always willing to join the hands with academia, businesses and Governments to play meaningful role in education.

LBC's effective education system, programmes, learning and teaching styles looks to arm our students and corporate clients with critical and creative thinking to develop better skills that they need in real life situations. Our programmes are intended to build strong corporate leadership, business acumen and insightfulness.



Bachelor Of Science In Forensic Financial Accounting



Purpose Of Programme

The fundamental mission of the BSc. in Forensic Financial Accounting programme is to educate and train high calibre, technology savvy Forensic Accountants with ethical values who are equipped with up-to-date information on how to make decisions and put them into action. The programme was developed to equip the students with Forensic Accounting Investigation, Forensic Auditing, Litigation Support and Fraud Examination. Students graduating from BSc. in Forensic Financial Accounting will have the ability to transform the theoretical knowledge obtained throughout their studies into practice, through learning how to utilize rapidly developing information technologies widely used by the Forensic Accounting sector.

Forensic Financial Accounting experts are in demand and pursuing bachelor's degree in forensic financial accounting is a great way to enter this burgeoning field. Forensic financial accountants investigate white collar crimes. In an increasingly digital world, they help to investigate a theft, fraud, money laundering, and embezzlement, scrutinize transactions and monitoring for illegal activity. They analyse financial information for use in legal proceedings, contract disputes, and bankruptcies.

Learning Outcomes - By the end of the Course period learners should be able to:

- Demonstrate an understanding of Forensic Financial Accounting methods.
- Manage Forensic Financial Accounting activities.
- Create an awareness of the relevant legislation that governs economic crime, including common law aspects and the law of evidence.
- Develop high level of expertise in Forensic Financial Accounting that can contribute to safety, cost or effectiveness in operation.
- Expose participants to a wide range of case studies relating to economic crime.
- Provide guidance on investigative techniques and tools.
- Expose participants to best practices in fraud risk management.

Admission Criteria

Normal Entry

NCQF Level 4 in General Education, e.g. Botswana General Certificate of Secondary Education (BGCSE) or equivalent like IGCSE, with a pass in English, Mathematics for entry into the programme to be awarded after completion of 525 credits. Graduate with NCQF Level 5, Certificate in the related field qualify for entry into the programme to be awarded a Programme after completion with 389 credits.

NCQF Level 4 in TVET (in relevant certificate IV)

Mature Entry

Mature Entry is provided for candidates who meet the necessary criteria set by the individual ETPs in accordance with their respective policies and regulations for admission.

Recognition of Prior Learning (RPL) and CATS will be provided for, and candidates will have to meet the necessary criteria set by the individual ETPs in accordance with their respective policies and regulations for RPL and CATS.

Duration

4 years of 8 semesters

Apply online at
www.lbc.ac.bw

Need help? Call us at

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(+267) 74 124 223

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African Mall Extension 2,
Gaborone, Botswana.

Postal Address:

P.O.Box 21498,
Bontleng, Gaborone,
Botswana.

Modules Covered

Semester 1

- Introduction to Forensic Financial Accounting
- Business Communications
- Introduction to Accounting
- Information communication Technology

Semester 2

- Forensic Data Analytics and Electronic Evidence
- Finance and Accounting
- Business Law
- Computer Crimes and Cyber Security
- Money Laundering, Detection and Investigation

Semester 3

- Financial Risk Management Software
- Mathematics for Forensic Financial Accounting
- Psychology of the Fraudster
- Fraud Detection and Techniques
- Professional Ethics

Semester 4

- Prevention and Detection of Corruption and Procurement Fraud
- Cyber Forensics and Information Technology
- Creativity and Innovation
- Treasury Management
- Public Sector Finance

Semester 5

- Forensic Investigations
- Research Methods
- Security Architectures and System Administration
- Project Management
- Entrepreneurship

Semester 6

- Investment Analysis
- Actuarial Products and Liabilities
- Corporate Finance
- Corporate Strategy

Semester 7

- Corporate Governance
- International Financial Markets
- International Financial Forensics

Semester 8

- Dissertation
- Industrial Attachment

Optional Modules (Choose 2)

- Digital Forensics for the Fraud Examiner
- Fraud, Waste, Abuse and Corruption in Public
- Organizations
- Corporate and White-Collar Crime
- Forensic Auditing

Career Pathways

Bachelor's in Forensic Financial Accounting is a stepping stone to a great career. Graduates can find jobs in a cross-section of industries from corporations, insurance companies, law offices, financial institutions and other government agencies. Forensic financial accountants usually investigate and analyse financial evidence on white collar crimes and other, develop computerised applications to assist in the presentation and analysis of the evidence presented, communicate their findings in the form of various reports and assist in the legal proceedings in court as an expert witness. Forensic financial accountants also are employed by lawyers, law enforcement agencies, public and private companies, government organisations and financial institutions as consultants. On this course you will learn techniques for identifying, detecting and preventing fraud activities. The course is an ideal way to take a start in this highly demanding and lucrative field of Investigative Account assistance with the following jobs titles:

- Forensic Accountant.
- Forensic Auditor.
- Fraud Investigator.
- Equity Research Analyst.
- Financial Analyst.
- Investment Analyst.
- Risk Analyst.
- Finance Manager.
- Equity Research Analyst.
- Investment Analyst.
- Law Enforcement
- Small and Mid-size Businesses
- The non Profit Sector
- Private Practice
- Banking Brokerage
- Insurance
- Other Financial services Industries
- Major Corporations
- State and Local Government
- Corporate Analyst.

Duration

4 years of 8 semesters

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Bachelor of Commerce in Banking and Finance (BBF)



Purpose of Programme

Bachelor of Commerce in Banking and Finance was developed to equip graduates with the requisite skills, competency and major theories to analyse banking and financial information, and to draw reasoned conclusions. Graduates will be able to integrate best practices involved in the management of financial institution through adherence to the professional, regulatory and legal requirements guiding financial practitioners.

The learning programme enable learners to communicate effectively at all levels and acquire leadership skills to become initiator of change by making complex and difficult decisions using modern finance. Furthermore candidates will have the ability to research and develop new products on banking and financial services.

Learning Outcomes - Upon completion of the Learning Programme the Learners will be able to:

- Demonstrate broad and coherent knowledge of the theoretical and professional disciplines of banking, finance, investment analysis, portfolio management, accountancy, economics, quantitative methods, law, and the Financial Services Industry.
- Exercise informed commercial judgment within a professional setting which emphasizes ethical and responsible decision making.
- Integrate technical and conceptual knowledge, and interpersonal skills to work effectively within the Financial Services Industry.
- Acquire and synthesize information within a complex banking and finance setting.
- Think critically and creatively to identify better solutions within banking and financial constraints.
- Work collaboratively with others to solve applied banking and finance problems.
- Communicate and explain specialized technical advice, knowledge and ideas, to professionals and non-experts involved with the Financial Services Industry.

Admission Criteria

Access and inclusion to this Programme will be fair and equal to all applicants from a wide range of learning and work experience. The following are the entry requirements for the Bachelor of Commerce in Banking and Finance.

Applicants must have obtained at least NCQF Level 4 (BGCSE) including a pass in English Language and Mathematics.

Applicants on mature entry should have successfully completed NCQF Level 3 (JC) with at least three (3) years' work experience in the related field. The applicant must also produce a reference letter confirming experience of on the job training.

Applicants with credits earned from other accredited institutions shall be recognized for purposes of placement to the equivalent level and possible exemptions of modules according to the BQA national CAT policy.

Duration

4 years of 8 semesters

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Logan Business College



Bachelor of Commerce in Banking and Finance (BBF)

Modules Covered

Year 1 Semester 1

- Introduction to Accounting and Finance
- Introduction to Business Statistics
- Information communication Technology
- Business Communications
- Introduction to Banking and Finance

Year 2 Semester 3

- Banking
- Customer Relationship Management
- Business Statistics
- Risk Control and Strategies

Year 3 Semester 5

- Treasury Management
- Research Methods
- Entrepreneurship Management
- Information Technology in Banking

Year 4 Semester 7

- Corporate Strategy
- International Banking
- International Financial Markets and Institutions
- Corporate Governance and Ethics

Year 1 Semester 2

- Financial Accounting
- Business Economics
- Business Law
- Company Accounts
- Botswana Corporate Taxation

Year 2 Semester 4

- Leadership
- Financial Statement Analysis
- Managerial Accounting
- Stock Market and Investments

Year 3 Semester 6

- Commercial Banking
- Corporate Finance
- ELECTIVES (CHOOSE 2)**
- Financial Instruments and Markets
- Business Environment
- Management of Financial Institutions
- Auditing

Year 4 Semester 8

- Dissertation
- INDUSTRIAL ATTACHMENT

Career Pathways

Bachelor of Commerce in Banking and Finance employment opportunities are:

- Bank Tellers.
- Bank Accountants.
- Bank Auditors.
- Bank Managers.
- Market Analyst.
- Bank Fund Managers.
- Investment Analyst.
- Risk Analyst.

Duration

4 years of 8 semesters

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Logan Business College

Bachelor of Commerce in Business Project Management



Purpose of Programme

Bachelor of Commerce in Business Project Management is to Educate and train high caliber, technology literate Business and Project Managers with ethical Values who are equipped with up-to-date information about business networking and have the ability to make decisions and put them into action. The Bachelor of Commerce in Business Project Management was developed to equip the students with;

Business and Project techniques, Information technology skills , Budgeting and Managing project finances, Project monitoring and evaluation. Students graduating from the Bachelor of Commerce in Business Project Management should have the ability to transform the theoretical knowledge obtained throughout their studies into practice, through learning how to utilize rapidly developing information technologies widely used by the Business Project Management sector.

Learning Outcomes - Upon completion of the Learning Programme the Learners will be able to:

- Successfully develop and implementation of all projects procedures involving five distinctive project life cycle phases of equal importance: Initiation, Planning and Design, Construction and Execution, Monitoring and Control, Completion.
- Ensure project success through teamwork, by establishing good communication with the ability to be able listen and receive constructive feedback.
- Optimize the allocated necessary inputs and their application to meeting the project's pre-defined objectives by meeting all processes and procedures to enhance the sustainability of a project and to lead the team through the strategic change process.
- Develop high level of expertise in Business and Project Management that can contribute to safety, cost or effectiveness in operation.

Certify the quality of Business and Project Management work considering equipment and systems in defined circumstances laid down in recognized standards and codes of practice.

- Interact effectively with professionals and practitioners in Business and Project Management, stakeholders and clients to ensure
- Manage Business and Project Management activities.

Admission Criteria

Access and inclusion to this Programme will be fair and equal to all applicants from a wide range of learning and work experience. The following are the entry requirements for the Bachelor of Commerce in Banking and Finance.

Applicants must have obtained at least NCQF Level 4 (BGCSE) including a pass in English Language and Mathematics.

Applicants on mature entry should have successfully completed NCQF Level 3 (JC) with at least three (3) years' work experience in the related field. The applicant must also produce a reference letter confirming experience of on the job training.

Applicants with credits earned from other accredited institutions shall be recognized for purposes of placement to the equivalent level and possible exemptions of modules according to the BQA national CAT policy.

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Duration

4 years of 8 semesters

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Logan Business College

Bachelor of Commerce in Business Project Management



Modules Covered

Year 1 Semester 1

- Introduction to Business Management
- Business Communications
- Information communication Technology
- Introduction to Business Statistics
- Introduction to Accounting and Finance

Year 2 Semester 3

- Managing Work and Costs
- Computerised Project Management
- Business Law
- Business Economics

Year 3 Semester 5

- Marketing Management
- Research Methods
- Human Resource Management
- Project Risk Management

Year 4 Semester 7

- Corporate Strategy
- International Business operations
- Strategic Management
- Total Quality Management

Year 1 Semester 2

- Introduction to Project Management
- Introduction to Logistics and Supply Chain Management
- Business Statistics
- Financial Accounting
- Entrepreneurship

Year 2 Semester 4

- Project Finance, Cost Estimation and Control
- Business Innovation
- Managerial Accounting
- Business Environment

Year 3 Semester 6

- Project Performance and Quality Assurance
- Corporate Finance
- ELECTIVES (CHOOSE 2)**
- Project Cost and Scheduling
- Managing Organizational Change
- Project Management Tools
- Corporate Governance and Ethics

Year 4 Semester 8

- Dissertation
- INDUSTRIAL ATTACHMENT

Career Pathways

Bachelor of Business Project Management employment opportunities are:

- Account Executive.
- Administrative Assistant.
- Administrative Manager.
- Branch Manager.
- Business Analyst.
- Business Manager.
- Chief Executive Officer.
- Office Manager.
- New Business Manager.
- Business Development Manager.
- Business Intelligence Manager.
- Managing Director.

Duration

4 years of 8 semesters

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Logan Business College

Bachelor of Commerce in Marketing Management



Purpose of Programme

The fundamental mission of B. Com in Marketing Management is to prepare learners for work in the exciting world of marketing and create an excellent foundation for careers in commerce, retail, advertising and other marketing related fields. This specialized learning programme is unique and designed to equip the learners with necessary skills to conduct market research, data analytics, and interpret consumers data insights to run effective market campaigns, and to satisfy consumer needs and demands.

It also develops the learner on marketing strategies, customer value, and effective use of traditional and digital marketing communications platforms to reach customers. While attempting to ensure a sound theoretical foundation will also allow the learners to gain academic expertise and practical workplace skills to enable them excel in marketing management roles.

Learning Outcomes - Upon completion of the Learning Programme the Learners will be able to:

- Describe methods of communication in the Marketing field and how technology is used effectively and efficiently.
- Justify how management styles differ from organisation to organisation.
- Develop a business plan for a small business set up and one for the existing organisation.
- Demonstrate how integrated marketing communications work in the development of organisations.
- Employ different Marketing Research approaches.
- Explore the scope of Integrated Marketing Communication and the use of main promotional tools of advertising, public relations, sales promotion, direct marketing, event marketing and online marketing.
- Coordinate the planning of public relations activities for the development of strategies, tactics, tools, and resources to manage a range of stakeholder relationships and issues to achieve organizational objectives.
- Analyze the business need for customer orientation, markets, and target of market opportunities.
- Apply research knowledge, skills, and competence in relation to marketing.

Admission Criteria

Access and inclusion to this Programme will be fair and equal to all applicants from a wide range of learning and work experience. The following are the entry requirements for the Bachelor of Commerce in Marketing Management.

Applicants must have obtained at least NCQF Level 4 (BGCSE) including a pass in English Language and Mathematics.

Applicants on mature entry should have successfully completed NCQF Level 3 (JC) with at least three (3) years' work experience in the related field. The applicant must also produce a reference letter confirming experience of on the job training.

Applicants with credits earned from other accredited institutions shall be recognized for purposes of placement to the equivalent level and possible exemptions of modules according to the BQA national CAT policy.

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Duration

4 years of 8 semesters

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Bachelor of Commerce in Marketing Management

Modules Covered

Year 1 Semester 1

- Introduction to Marketing Communications
- Introduction to Business Statistics
- Information communication Technology
- Business Communications
- Introduction to Public Relations

Year 2 Semester 3

- Direct Marketing
- Consumer Behaviour
- Supply Chain Management
- Social and Intercultural Communications

Year 3 Semester 5

- Business Law
- Services Marketing
- Graphic Design and Arts
- Green Communication and Marketing

Year 4 Semester 7

- Brand Management
- Corporate Communications
- Strategic Management
- Project Management

Year 1 Semester 2

- Public Relations
- Digital Applications for Electronic Media
- Customer Relationship Management.
- Entrepreneurship
- Marketing Information Systems

Year 2 Semester 4

- Integrated Marketing Communication
- Marketing Management
- Media Studies
- Business Management

Year 3 Semester 6

- Marketing Research
- International Marketing Management
- ELECTIVES (CHOOSE 2)**
- Business Statistics
- Business Innovation
- Corporate Governance and Ethics
- E-Business

Year 4 Semester 8

- Dissertation
- INDUSTRIAL ATTACHMENT

Career Pathways

The Marketing Management qualification holder(s) is unique in that the skills involved can be easily be transferred into a variety of well-compensated specialty areas to be employed as;

- | | | |
|--------------------------------------|---|-----------------------------|
| ▪ Advertising and promotions Manager | ▪ Market Research officer | ▪ Marketing Specialist |
| ▪ Brand Manager | ▪ Marketing and Public Relations Executives | ▪ Media Planning Specialist |
| ▪ Business Intelligence Manager | ▪ Marketing Consultants | ▪ Public Relations Manager |
| ▪ Chief Marketing Officer | ▪ Marketing Directors | ▪ Sales Manager |
| ▪ Content strategist | ▪ Marketing Executive | ▪ Social Media Manager |
| ▪ Digital Marketing Analyst | ▪ Marketing Managers | ▪ Spokesperson |

Duration

4 years of 8 semesters

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Certificate in Early Childhood Education



Purpose of Programme

The Certificate in Early Childhood Education Program was developed to equip the students with Education Practice techniques both in theory, application and information technology skills applied in Basic Education sector. Students graduating from the Certificate in Early Childhood Education have the ability to transform the theoretical knowledge obtained throughout their studies into practice, through learning how to utilize rapidly developing information technologies widely used by the Basic Education sector.

The program is committed to enhance and encourage the critical thinking skills, communication, computer and organization skills. Learning Program was developed to instil knowledge and values through generic Early Childhood Education competencies such as Sociology and Psychology of Education, Early Childhood Development, Early Literacy Skills, Child Health, Safety and Nutrition and Instructional Design in Early Childhood Education as well as generic technical competencies.

Learning Outcomes - Upon completion of the Learning Programme the Learners will be able to:

- Demonstrate knowledge and understanding of domains of child development.
- Demonstrate knowledge and skills to provide high quality care and education to young children.
- Exhibit understanding of play and creativity in early childhood.
- Demonstrate an understanding of the foundational knowledge and skills needed to work with children aged 0-5 years.
- Plan and prepare culturally responsive and developmentally appropriate classroom and curriculum experiences for young children.
- Demonstrate knowledge and understanding of Safety, health, hygiene and nutrition of young children.
- Demonstrate knowledge of Curriculum development in early childhood education.
- Monitor and assess children's development.

Admission Criteria

Access and inclusion to this Programme will be fair and equal to all applicants from a wide range of learning and work experience. The following are the entry requirements for the Certificate Early Childhood Education:

Applicants must have obtained at least NCOF Level 4 (BGCSE) including a pass in English Language.

Applicants on mature entry should have successfully completed NCOF Level 3 (JC) with at least three (3) years' work experience in the related field. The applicant must also produce a reference letter confirming experience of on the job training.

Applicants with credits earned from other accredited institutions shall be recognized for purposes of placement to the equivalent level and possible exemptions of modules according to the BQA national CAT policy.

Duration

1 year of 2 semesters

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Logan Business College

Certificate in Early Childhood Education



Modules Covered

Year 1 Semester 1

- Introduction to Early Childhood Education
- Business Communications
- Introduction to Sociology of Education
- Introduction to Psychology of Education
- Information communication Technology

Year 1 Semester 2

- Domains of Child Development
- Monitoring Children Development, Language and Literacy Skills
- Child Health, Safety and Nutrition
- Curriculum Development in Early Childhood Education
- Supervised Teaching Practice and Portfolio for Child Study

Career Pathways

Certificate in Early Childhood Education employment opportunities are:

- Professional Curriculum Developers.
- Education Officers.
- Teachers
- Headmasters.
- Strategic Planners in Early Childhood Education.
- Early Childhood Education Policy Makers.

Duration

1 year of 2 semesters

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Post Graduate Diploma in Higher Education

Purpose Of Programme

The fundamental mission of Post Graduate Diploma in Higher Education program is to educate and train higher caliber, technology literate Higher Education Professionals with ethical values who are equipped with up-to-date higher education information and who have the ability to make decisions and put them into action. The Post Graduate Diploma in Higher Education Program was developed to equip the students with Education Practice techniques both in theory, application and information technology skills applied in Tertiary Education sector.

Students graduating from the Post Graduate Diploma in Higher Education had the ability to transform the theoretical knowledge obtained throughout their studies into practice, through learning how to utilize rapidly developing information technologies widely used by the Tertiary Education sector. Our students can easily find jobs in Public and Private Institutions of Learning. Students are taught both Higher Education theory and practical skills in a supportive and challenging environment. The program is committed to enhance and encourage the critical thinking skills, communication, computer and organization skills. Students are encouraged to pursue academic excellence, professional growth and high ethical standards.

Learning Outcomes - By the end of the Course period learners should be able to:

Assess the nature of learning in higher education.

Interpret curriculum Development within an outcomes-based framework in Higher Education.

Involve participants in theoretical understanding of assessment and principles of evaluation in higher education by enabling participants to evaluate their own practice as educators.

Implement processes for academic leadership in higher education.

Ensure Internationalisation is infused in the curricula and to play a role in the process of internationalisation at the University.

Use their research knowledge, skills and competence in a practical research project which is aligned to their areas of specialization and organization of their choice.

Conduct attachment at the organisations of their choice to allow them to acquire deeper knowledge in the field of specialization.

Admission Criteria

Normal Entry

Undergraduate Bachelor's Degree who want to practice lecturing as a profession.

Master's Degree who want to study and specialize in Lectureship.

Doctor of Philosophy who would want to study and specialize in Lectureship.

Mature Entry

Mature Entry is provided for candidates who meet the necessary criteria set by the individual ETPs in accordance with their respective policies and regulations for admission.

Recognition of Prior Learning (RPL) and CATS will be provided for, and candidates will have to meet the necessary criteria set by the individual ETPs in accordance with their respective policies and regulations for RPL and CATS.

Duration

1 year of 2 semesters

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Post Graduate Diploma in Higher Education



Modules Covered

Semester 1

- Learning and Teaching in Higher Education
- Information and Communication Technology
- Curriculum Development
- Assessment in Higher Education
- Technology and Pedagogy in Higher Education
- Assessment and Moderation of Curricula in Higher Education
- E-Learning in Higher Education

Semester 2

- Supervision of Undergraduate Research in Higher Education
- Social Inclusion in Higher Education (HIV-AIDS and Gender Issues)
- Leadership and Management in Higher Education
- Strategic Higher Education
- Dissertation
- Industrial Attachment (Practice, Reflection and Practicum)

Career Pathways

Graduates from the Post Graduate Diploma in Higher Education will have requisite competencies and attributes to work as:

- Lecturers
- Professional Curriculum Developers
- Education Officers
- Principals/Head Masters.



Do you know, how to be doing more and growing further with your operations? If Not, visit LBC

Wholesale and retail operations

People like consistency. Whether it's a wholesale or a retail business, they want to come in and see what you are famous for. Wholesale and retail operations addresses skills and competencies for enabling employees to perform in their positions effectively. In this environment buys and sells a wide range of products and stock form manufacturers to the consumer. Throughout this process number of people perform a variety of functions; however, consistency thought the chain will make a difference.

Objective

To empower wholesale/retail sector employees with formalized and brand dominated buying and selling markets.

Content

- Introduction to retailing,
- Retail store customer management,
- Stock management,
- Cash handling, and
- Upkeeping brand/shop image.

Learning Outcomes

By the end of the Course period learners should be able to:

- Ensure a positive customer experience in a Wholesale and Retail business unit.
- Explain how employees can influence the objectives of a Wholesale and Retail business unit.
- Cash up point of sale and deposit unit takings.
- Administer the movement of stock into and from a W and R unit.
- Control credit accounts in a W and R environment.
- Provide a sales service to customers of a retail unit.
- Provide a sales service to customers of a wholesale unit.
- Enhance the sale and preparation of perishable foods.

Pedagogy

The trainer uses up-to-date training techniques and a variety of training methods, to give all participants the best opportunities for learning, including class session, role playing, group discussions and tutorials, and problem-solving exercises.

Who should attend

Any public and private enterprise personnel, and those who are interested to learn the wholesale and retail markets and its operations.



Are you planning to find solutions to no need, no money, no hurry, no desire, no trust obstacles? Come and meet us at LBC

Sales and Marketing



Without effective marketing and sales activities, organizations will be out of touch with business. To provides the direction to be successful in a wide range of sales and marketing personnel and enhance essential skills and knowledgeable for business personnel, entrepreneurs, managers and directors, whether involved in specific elements of sales or selling, dealing with customers, marketing or research, this Program provides the path to becoming an effective and valuable sales and marketing professional.

Objective

To equip the participants with selling and marketing skills and guide them as a sales professional. Also assist them to overcome the challenges to create value for the customer and the business.

Content

- Introduction to Sales and Marketing,
- Professional selling and negotiation,
- Cost effective promotion,
- Exhibition selling,
- Sales presentation skills, and
- Teleshopping sales.

Learning Outcomes

By the end of the Course period learners should be able to:

- Identify the 'perfect' customer
- Understand the psychology of selling
- Close and follow-up sales
- Identify evidence of marketing in everyday life
- Apply their knowledge on the marketing concept
- Describe the role of marketing in building and managing customer relationships
- Describe how different types of organizations, such as nonprofits, consumer product (B2C) firms and business-to-business (B2B) organizations, use marketing
- Explain how marketing creates value for the consumer, the company, and society

Pedagogy

The trainer uses up-to-date training techniques and a variety of training methods, to give all participants the best opportunities for learning, including class session, role playing, group discussions and tutorials, and problem-solving exercises.

Who should attend

Any public and private enterprise personnel, and those who are interested to learn the sales and marketing skills.

Duration

2 days or 16 hours

Apply online at
www.lbc.ac.bw

Need help? Call us at

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P.O.Box 21498,
Bontleng, Gaborone,
Botswana.



Are you curious to know where art, science, and craft meet? Please visit LBC

Project Management



Those who plan do better than those who do not plan. To provide practical training in how to plan, implement, and reflect on a specific project related to business, along with peers, supervisors, and the surrounding factors decide upon, and which is based on your business domain.

Objective

To be equipped and empower the learners with the necessary tools to manage projects on time and within any allocated budget. It also designed to develop both project management skills and insights, while empowering the learners with the necessary tools and techniques to successfully deliver any project.

Content

- Introduction to Project Management,
- Project Design,
- Project Planning and Resource Planning and Budgeting,
- Risk Management, Stake Holders Management, and
- Implementation Management.

Learning Outcomes

By the end of the Course period learners should be able to:

- Describe Project Management.
- Manage the scope, cost, timing, and quality of the project.
- Identify project goals, constraints, deliverables, performance criteria, control needs, and resource requirements in consultation with stakeholders.
- Implement project management knowledge, processes and lifecycle and the embodied concepts, tools and techniques in order to achieve project success.
- Adapt projects in response to issues that arise internally and externally.
- Utilize technology tools for communication, collaboration, information management, and decision support.
- Implement general business concepts, practices, and tools to facilitate project success.
- Adapt project management practices to meet the needs of stakeholders from multiple sectors of the economy (i.e. consulting, government, arts, media, and charity organizations).

Pedagogy

The trainer uses up-to-date training techniques and a variety of training methods, to give all participants the best opportunities for learning, including class session, role playing, group discussions and tutorials, case studies and problem-solving exercises and assignments.

Who should attend

Anyone involved in planning and managing projects, project managers, project team leaders, project team members, consultants, contractors.

Duration

2 days or 16 hours

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Why a struggle to reward and progress your employees?
Just visit LBC

Performance Management and Development



There is no clear one-size-fits-all solution, fix what's broken or abandon the old and start new. To upskill business supervisors to working with employees to align their goals with business goals. Learning how to coach for performance, to have constructive conversations and how to support employee's development will promote positive momentum within the work environment to create business improvements

Objective

To manage employee performance facilitates the effective delivery of strategic and operational goals. Deploying effective performance management system is essential for managing and evaluating staff, develop their competencies, improve organizational performance, and eventually achieve winning business outcomes.

Content

- What is performance management,
- Planning Performance,
- Managing Performance,
- Appraising Performance, and
- Coaching for enhanced performance

Learning Outcomes

By the end of the Course period learners should be able to:

- Discuss the difference between Performance Management and Development.
- Identify the necessary characteristics of accurate performance management tools.
- Identify the options for "what" is evaluated in a performance appraisal.
- Discuss the commonly used performance measurement methods and forms.
- Review available options for the rater/evaluator.
- Explain the value and the drawbacks of a 360° evaluation.
- Identify some of the common problems with the performance appraisal process.
- Identify the major steps we can take to avoid problems with the appraisal process.
- Discuss the differences between evaluative performance reviews and developmental performance reviews.

Pedagogy

The trainer uses up-to-date training techniques and a variety of training methods, to give all participants the best opportunities for learning, including class session, group discussions, simulations exercises, case studies and problem-solving exercises and assignments.

Who should attend

Any public and private enterprise personnel who is supervising the staff, and those who are interested to learn the performance management concepts.

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Duration
3 days or 24 hours

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Botswana.



Have you ever realized predicaments related to Food Technology? If not, visit LBC

Basic Food Safety and Hygiene



An ounce of prevention is worth a pound of cure. To develop and re-enforce knowledge of the basic principles of food safety and hygiene to food handlers who work in establishments such as; Hotels, Restaurants, Cafes, Bakeries, Takeaways, Guest Houses, Pubs, Schools, Canteens, Childcare centers, Butchery stores, Food selling stores and other.

This course also designed to provide appropriate level of training and certification as a demonstration of the preparedness of a food handler to meet the requirements of their daily role.

Objective

Food safety law requires businesses to provide food handlers with food hygiene training which train them how to apply proper handling, storage and cleaning techniques. These kinds of good practices prevent customers from food poisoning and allergic reactions and minimize the food waste, and boost workplace efficiency.

Content

- Food - what can go wrong,
- Types of food poisoning,
- Food hygiene complaints,
- Food safety inspections,
- Food safety management,
- Food handling, good hygiene practices,
- Staff hygiene facilities and medical examinations,
- Temperature control, cleaning,
- Management check and other

Learning Outcomes

By the end of the Course period learners should be able to:

- Define Food Safety and Hygiene.
- Explain what usually goes wrong with food.
- Identify different types of Food poisoning.
- Apply their knowledge on food safety and hygiene.
- Demonstrate proper methods of food handling.

Pedagogy

Trainers will use up-to-date training techniques and a variety of training methods to give all participants the best opportunities for learning including presentation/lectures, group discussion & discussions, individual assignments and quizzes.

Who should attend

This course is designed for all Food Handlers as stipulated in the following sectors:

Hotels	Restaurants	Cafes
Bakeries	Takeaways	Guest Houses
Pubs	Schools	Canteens
Childcare Centers	Butchery Stores	Food selling stores personnel etc.

Duration
2 days or 16 hours

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Did you realize, accident brings tears and safety brings cheers? If Not, visit LBC

Basic Fire Marshalling



Necessary assistance at right time diminishes the appalling loss of life and property. To equip members of staff as fire marshals for their workplace or organizations will delegate and learn causes and effects of fires, as well as how to prevent their spread and implement necessary emergency procedures to comply with the regulatory requirements to cover all fire risks.

Objective

To educate the learners in fire safety management at workplace and other. The trainees will get sufficient knowledge and understanding to carry out the required duties during fire breakouts as a fire marshals in any emergency situation.

Content

- The role of fire marshal,
- Fire Service Act, Fire hazards and causes,
- Characteristics of fire and smoke spread,
- Fire control methods and means of escape,
- Fire detection and raising the alarm,
- Extinguishing fires,
- Fire risk assessment, and
- Safety measures.

Learning Outcomes

By the end of the Course period learners should be able to:

- Identify fire hazards and risks.
- Report fire hazards and risks.
- Use fire extinguishers safely.
- Understand and effectively comply with the relevant legislation and regulations associated with basic fire safety awareness in the workplace including the duties and role of the Fire Marshal
- Understand the role of the Emergency Evacuation Coordinator in emergency situations other than fire.

Pedagogy

Trainers will use up-to-date training techniques and a variety of training methods to give all participants the best opportunities for learning including presentations/lectures, group discussions, individual assignments, demonstrations.

Who should attend

Any individual who has interest to learn Fire marshal concepts and upkeeping the safety of human life and property.



Do you know how to make finance is the servant to your business? If Not, visit LBC

Finance for Non-finance Managers



Money is like manure; we have to spread it around. Finance for non-finance professionals will develop understanding of how decisions can affect and improve an organization's financial performance. It also clarifies financial jargon, explore key ratios, and examine key trends and areas for concern.

Objective

To provide clear insights of finance and its procedures to non-finance executives.

Content

- Introducing the finance function,
- Key financial, accounting concepts and terminologies,
- Financial statements,
- Financial analysis, and
- Budgeting.

Learning Outcomes

By the end of the Course period learners should be able to:

- Have a Detailed understanding of financial terminology;
- Appreciate financial principles and concepts;
- Draw the different financial statements (balance sheet, P&L, cash flow), including: what they are, why they are useful, and what they show;
- Analyse the interactions between the financial statements;
- Contrast between the difference between profit and cash;
- Calculate working capital and its importance to a business.
- Describe some financial performance measures used by a business.

Pedagogy

The trainer uses up-to-date training techniques and a variety of training methods, to give all participants the best opportunities for learning, including class session, group discussions and tutorials, and problem-solving exercises.

Who should attend

Management and supervisors at all levels in private and public enterprises.



Do you know how to be relentless in your pursuit to gain from your perspective? If Not, visit LBC

Entrepreneurship and Leadership skills



Optimistic people see the opportunity in every single obstacle. Entrepreneurship and Leadership are practical concepts. Entrepreneurial culture is ingrained with necessary skills required for a successful entrepreneur/intrapreneur. These also include an ability of leader to deal with uncertainties, paradoxes and always action according to the given situation.

Objective

To empower young and dynamic lifelong learners to get into self-employment and create opportunities for others.

Content

- Basic concepts of entrepreneurship,
- Small business ideas,
- Marketing, Setting prices,
- Resourcing the funds,
- Bookkeeping,
- Budgeting,
- Leadership, and
- Business plan

Learning Outcomes

By the end of the Course period learners should be able to:

- Growing trends related to entrepreneurship and leadership Skills.
- Develop entrepreneurial mindsets and assertive attitudes to learners.
- Develop Learners entrepreneurship and problem-solving skills as well as their self-esteem;
- Lead and deliver experiential workshops, simulation activities and interactive projects.
- Foster Learners entrepreneurial mindsets and leadership characters

Pedagogy

The trainer uses up-to-date training techniques and a variety of training methods, to give all participants the best opportunities for learning, including class session, role playing, group discussions and tutorials, and problem-solving exercises.

Who should attend

Those who are passionate to create their own businesses



Are you planning to combine individual efforts with others to achieve success? Then visit LBC

Effective Teamwork & Team Building



Capable leaders will fail to advance because they don't work well with their colleagues. Behind every successful venture there is a great team. Teamwork at the workplace has been demonstrated to increase efficiency, improve communication, expedite idea generation, distribute workload, and establish a culture in which each employee feels a sense of belonging and empowerment to attain uncommon results.

Objective

To prepare company staff/personnel as effective work groups whose effectiveness rests in the degree of motivation, co-ordination and purpose and whose synergy produces an energy and creativity which beyond them as individuals.

Content

- Types of Teams,
- Characteristics of a Team,
- Stages of Team Development,
- Systematic Approach to Teamwork,
- High Performing Team, and
- Why Teams Fail.

Learning Outcomes

By the end of the Course period learners should be able to:

- Identify the main elements of an effective team working.
- Describe the nature of the team formation process.
- Explain the critical components required for a high-performance team.
- Build a team that works effectively as a unit where synergy is evident.
- Explain the benefits of developing and maintaining effective team working.
- Demonstrate team-based communication skills.
- Demonstrate creativity through Team processes.

Pedagogy

The trainer uses up-to-date training techniques and a variety of training methods, to give all participants the best opportunities for learning, including class session, group discussions, simulations exercises, case studies and problem-solving exercises and assignments.

Who should attend

Any public and private enterprise personnel, and those who are interested to learn the Teamwork and Team Building concepts.



Do you know how to continually be captivating to your customers and potential customers? If not, visit LBC

Customer Care

Customer service is an art and it must be learned. To develop and re-qualify that employees represent organization in a professional and friendly way. It is essential to ensure clear and effective communication with customers. Each customer using any organization should receive a positive and seamless service that is professional manner. Customers who are handled well will notice the good service, bring more business and hopefully build a long-term relationship with company or the business. Customers who are not handled well may damage organization reputation and take their business to the competition.

Objective

Equip learners/participants with the skills required to confidently manage customer with care. Organization will have different types of customers with different behaviors. Practical techniques and checklists will help the learners to solve difficult situations and manage all types of customers. Participants will also be encouraged to develop good understanding of their work.

Content

- Understanding the customer,
- Buying behaviors of the customer,
- Handling customer complaints,
- Exceptional customer care service, and
- Understanding Service Quality (Servqual).

Learning Outcomes

By the end of the Course period learners should be able to:

- Define Good Customer Service.
- Gain Confidence with Customers.
- Deliver a Positive Experience on Customer Care.
- Advance good Listening and Responding to customers.
- Build Customer Loyalty.
- Personalize Customer Relationships.
- Handle Difficult, Rude or Indifferent Customers.

Pedagogy

Trainers will use up-to-date training techniques and a variety of training methods to give all participants the best opportunities for learning including presentations/lectures, group discussion & discussions, individual assignments and quizzes.

Who should attend

Any public and private enterprise personnel, and those who are interested to learn the customer care basics.



Are you curious to know the benefits of First Aid in your Organisation? If not, visit LBC

Advanced First Aid Level 3



Prepare for the unexpected with Advanced first aid training. Developed and taught by experts, our convenient, affordable courses can help you or your organization become safety compliant – and empower your team to provide care when it's needed most. This course is designed to provide appropriate level of training and certification on health and safety of every organisation.

Objective

The Advanced First Aid (Level 3) Course that is aimed at training students in critical skills that ensures effective and efficient health and safety in the work place. It covers: Advanced First Aid (Level 3) Procedures and Internal Controls, Attending Casualties, Attending to Specific Injuries and recognizing the presence of major illness in casualties

Content

- Wounds and Bleeding
- Shock
- Burns & Scalds
- Eye Injuries
- Communicating with a casualty
- Anaphylactic Shock
- Sudden Poisoning
- Unconscious (including seizures)
- Cardio-Pulmonary Resuscitation
- Choking

Learning Outcomes

By the end of the Course period learners should be able to:

- administer first aid to an adult casualty who is unconscious (including seizure).
- administer cardiopulmonary resuscitation to an adult, including using an AED.
- administer first aid to an adult casualty who is choking.
- administer first aid to an adult casualty who is wounded and bleeding.
- provide appropriate first aid for minor injuries (small cuts, grazes and bruises, minor burns and scalds, small splinters).

Pedagogy

Trainers will use up-to-date training techniques and a variety of training methods to give all participants the best opportunities for learning including presentation/lectures, group discussion & discussions, individual assignments and quizzes as well as providing reading materials, for example, Advanced First Aid (Level 3) Guides and Learning guides.

Who should attend

This course is designed for all employees and employers.

Any public and private enterprise personnel, and those who are interested to learn the advanced First Aid.

Duration

5 days or 40 hours

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Botswana.



Secure your place in the fields of private security and investigation. Visit LBC

Private Security Practice and Investigation



There has been such **rapid growth in the fields of private safety that industry training can't keep up with the demand for qualified professionals**. Private Security and Investigation program gives you the skills needed to attract employers' attention in the growing public safety and private security fields. You will learn from industry experts using the latest technology-based methods in investigations, crime and intelligence analysis, security systems, and conflict resolution. You will also learn how to resolve conflicts and how to act justly when working with diverse populations.

This program is designed to meet both private and public sector demand for graduates who have expertise in protection, security and investigation, as well as a strong knowledge of the criminal and civil justice systems in Botswana.

Objective

The Private Security Practice & Investigations Course is aimed at training practicing and prospective security staff the following skills: Private Security Practice, Escorting and the Investigative Process, Security, Health and Safety, Emergency Response Preparation, Laws Governing Private Security Practice, Process of Security Investigations and Security and investigation Report Writing.

Content

- Botswana Legal System
- Legal Authorities
- Use of Force Theory
- Drugs awareness
- Searching Procedures
- Handling accidents and crime scene
- Techniques for Surveillance and Investigations
- Efficiency in the Investigative Process
- The Role of Note Taking
- Standard Reports for the Private

Learning Outcomes

By the end of the Course period learners should be able to:

- Evaluate various physical surveillance techniques.
- Explain the limitations the Criminal Code places on investigators.
- Interpret provisions of the Private Security and Investigative Services Act
- Explain how privacy regulations can affect an investigation.
- Distinguish between lawful surveillance and unlawful stalking and intimidation.

Pedagogy

Trainers will use up-to-date training techniques and a variety of training methods to give all participants the best opportunities for learning including reading materials provided for example Windows 10 Guides and Learning guides as well as individual assessments using practical Online Assessment software, remedial class and revision sessions.

Who should attend

This course is designed for all security personnel and private/or public investigators.

Any public and private enterprise personnel, and those who are interested to learn the Private Security and Investigation course.



If you are curious to know why reasons will not decide at last, only swords will? Please visit LBC

Microsoft Certified Solutions Associate (MCSA)



Technology advancements are like difficulty is on a sliding scale. To provide a training on how to get a leg up on the competition and take prospects to the next level to prove your knowledge and skill in your area of expertise and market yourself to potential employers.

Objective

The Microsoft Certified Solutions Associate (MCSA) certification for Windows 2012 is ideal for IT workers wanting to establish a solid foundation and understanding of Windows Server 2012. This certification is aimed at network engineers and or administrators that want to gain more credibility in order to achieve better employability and higher pay test the competency of a mid-level network. **This course can also be offered to achieve part qualifications such as IC MCSA 70-410, MA MCSA 70-411 and AS MCSA 70-412.**

Content

- Install and Configure Windows Server 2012(IC MCSA 70-410),
- Manage and Administer Windows server 2012(MA MCSA 70-411) and
- Advanced Services (AS MCSA 70-412)

Learning Outcomes

By the end of the Course period learners should be able to:

- Prepare and install Nano Server, a Server Core installation, and plan a server upgrade and migration strategy.
- Describe the various storage options, including partition table formats, basic and dynamic disks, file systems, virtual hard disks, and drive hardware, and explain how to manage disks and volumes.
- Describe enterprise storage solutions and select the appropriate solution for a given situation.
- Implement and manage Storage Spaces and Data Deduplication.
- Install and configure Microsoft Hyper-V and configure virtual machines.

Pedagogy

Trainers will use up to date training techniques and variety of training methods to give all participants the best opportunities for learning including Practical sessions, Demonstrations & simulations, Lectures- for auditory learners and Reading materials.

Who should attend

This course is intended for information technology (IT) professionals who have some knowledge and experience working with Windows operating systems and who want to acquire the skills and knowledge necessary to install and perform the initial configuration of a Windows Server 2012 or Windows Server 2012 R2 server in an existing Windows server environment.



Did you planned to enhance digital literacy / e-Productivity to participate in knowledge-based economy? Then visit LBC

International Computer Driving License (ICDL)



Effective use of computers and technology is an essential life skill. To enrich national human capital and certify as skilled employees to use technology more effectively, leading to increases in productivity and competitiveness to ensure operational objectives are achieved more efficiently.

Objective

The International Computer Driving License course is a franchise course that is aimed at training learners in relevant skills needed in most business operations which has unique modules that are relevant for the Industry and Commerce.

Content

- Computer Essentials,
- Word Processing,
- Spreadsheet,
- Presentation,
- Database, and
- Online Essentials.

Learning Outcomes

By the end of the Course period learners should be able to:

- Access a Range of Information and Services That Can Simplify Life and Save Time.
- Increase Individuals' Confidence, Motivation, and Potential for Using Technology
- Facilitate Learning Beyond Formal Education and Provide More Options for How And What People Can Learn.
- Increase Overall Efficiency and Productivity.
- Significantly Enhance Internal and External Communication.
- Better Equips Students For Life and for The Workforce.

Pedagogy

Trainers will use up to date training techniques and variety of training methods to give all participants the best opportunities for learning, including: Practical sessions, Group discussions Tutorials, Presentation / Lectures Demonstrations, Reading materials provided for example ICDL Text Books and Learning guides and Individual assessments using practical ICDL assessment software, remedial class and revision sessions.

Who should attend

Users with basic working knowledge of computers, IT Graduates, IT Experts, Computer Technicians, and Working Class with passion in IT.



Are you spending more time on coffee than Information security? Don't hesitate to visit LBC

CompTIA Security+



Information is a decisive component of organization success. . To certify and upskills IT personnel and aspirants on foundational principles for securing a network and managing risk, access control, identity management, and cryptography and provides expertise in security, wireless network protection, access control, authentication, application security and many more.

Objective

The CompTIA Security+ course is a **franchise programme** that is aimed at training learners in relevant skills needed in most business operations in computerized work environments to secure the business and organizational information and data.

Content

- Introduction to Security,
- Security basics, Policies,
- Procedures and awareness,
- Physical, Perimeter,
- Network, Host, and
- Application and Data.

Learning Outcomes

By the end of the Course period learners should be able to:

- Analyze indicators of compromise and determine the type of malware.
- Explain the impact associated with types of vulnerabilities.
- Install and configure network components, both hardware and software-based, to support organizational security.
- Implement secure network architecture concepts.
- Install and configure identity and access services.
- Explain the importance of policies, plans and procedures related to organizational security.
- Carry out data security and privacy practices.
- Explain cryptography algorithms and their basic characteristics.

Pedagogy

Trainers will use up-to-date training techniques and a variety of training methods to give all participants the best opportunities for learning including presentations/lectures, group discussion & discussions, individual assignments, demonstrations, simulations and quizzes.

Who should attend

Users with basic working knowledge of computers, IT Graduates, IT Experts, Computer Technicians, and Working Class with passion in IT.



Have you planned how to leverage your business in digital era? If not, visit LBC

CompTIA Network+



IT infrastructure is a Backbone of any Modern Business. To ensure IT personnel is adequately equipped with knowledge and skills to design, configure, manage, and maintain essential network devices and networks, Use devices such as switches and routers to segment network traffic and create resilient networks, Identify benefits and drawbacks of existing network configurations, Implement network security, standards, and protocols, Troubleshoot network problems and support the creation of virtualized networks.

Objective

The CompTIA N+ course is a **franchise programme** that is aimed at training learners in relevant skills needed in most business operations in computerized work environments.

Content

- Networking Basics,
- Cables & Connectors,
- Networking Devices,
- Ethernet,
- IP Configuration,
- Switch Management,
- Routing, Firewalls,
- Network Customization,
- Wireless Networking,
- Network Policies & Procedures,
- Network Security, and
- Network Management.

Learning Outcomes

By the end of the Course period learners should be able to:

- Explain the purposes and uses of ports and protocols.
- Explain devices, applications, protocols and services at their appropriate OSI layers.
- Configure the appropriate IP addressing components.
- Compare and contrast the characteristics of network topologies, types and technologies.
- Implement the appropriate wireless technologies and configurations.
- Deploy the appropriate cabling solution.
- Explain the purposes of virtualization and network storage technologies.
- Use appropriate documentation and diagrams to manage the network.
- Explain authentication and access controls.

Pedagogy

Trainers will use up-to-date training techniques and a variety of training methods to give all participants the best opportunities for learning including presentations/lectures, group discussion & discussions, individual assignments, demonstrations, simulations and quizzes.

Who should attend

Users with basic working knowledge of computers, IT Graduates, IT Experts, Computer Technicians, and Working Class with passion in IT.

Duration
3 months

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Botswana.



Have you planned how to leverage your profession in digital era? If not, visit LBC

CompTIA A+



Holder of IT professional certification is a key and can open the door to better pay in modern business environment. The CompTIA course designed in such a way that learners could learn and understand the fundamentals of IT operations and be able to technically support the day-to-day IT needs of their organization.

Objective

The CompTIA A+ course is a franchise programme that is aimed at training learners in relevant skills needed in most business operations. The Skills are obtained through learning and training in the following modules; CompTIA A+ 220-1001 (Core 1) and CompTIA A+ 220-1002 (Core 2).

Content

- CompTIA A+ 220-1001 (Core 1)- Computing Overview,
- PC Technician, System Components,
- Peripheral Devices, Storage, Networking and CompTIA A+ 220-1002 (Core 2)- Printing,
- System Management,
- Mobile devices,
- File Management, and
- Security

Learning Outcomes

By the end of the Course period learners should be able to:

- Identifying, using, and connecting hardware components and devices.
- Install and support Windows OS including command line & client support. Understand Mac OS, Linux and mobile OS.
- Troubleshoot PC and mobile device issues including application security support.
- Explain types of networks and connections including TCP/IP, WIFI and SOHO.
- Identify and protect against security vulnerabilities for devices and their network connections.

Pedagogy

Trainers will use up-to-date training techniques and a variety of training methods to give all participants the best opportunities for learning including presentations/lectures, group discussion & discussions, individual assignments, demonstrations, simulations and quizzes.

Who should attend

Users with basic working knowledge of computers, IT Graduates, IT Experts, Computer Technicians, and Working Class with passion in IT.



Are you planning to broaden your professional abilities in network maintenance and become a CCNA? Please visit LBC

Cisco Certified Networking Associated (CCNA)

Anything can be achieved, if you have aim, quest to new knowledge, hard work and perseverance. To provide a training on how to get a leg up on the competition and take prospects to the next level to prove your knowledge and skill in your area of expertise and market yourself to potential employers.

Objective

This **franchise course** and qualified certification measures the ability to select, install, configure, and troubleshoot cisco routers and switches. It provides individuals with hands on skills and confidence to maintain and troubleshoot computer network hardware and software.

Content

- Networking Concepts
- IP Addressing
- Cisco Devices
- LAN Switching
- IP Routing Technologies
- IP Services
- Device Configuration & Management
- Advanced Switching, Dynamic Routing
- Wide Area Networks
- IPv4 Routing Protocol
- IPv6 Routing Protocols
- Network Management using Cisco Devices.

Learning Outcomes

By the end of the Course period learners should be able to:

- Build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.
- Configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.
- Configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks.
- Implement DHCP and DNS operations in a network.
- Configure and troubleshoot network devices and resolve common issues with data link protocols.
- Implement IPsec and virtual private network (VPN) operations in a complex network.

Pedagogy

In this specialization course trainees will receive structured training in different modules. The teaching methodology given in these modules is based on: Detailed explanation given by the trainer, Laboratory practices under supervision, on completion of the course there will be a theoretical and practical validation test that will determine whether if the objectives of the course have been accomplished.

Who should attend

This course is intended for IT Project managers, IT director, supervisor and network administrators, Communication network systems specialists, Network installers, Systems consultants, specialists in ICT solutions and professional related to IT field.



Creativity is the in demand key to communication. Join the world of creative arts. Visit LBC.

Technical Training in Design Softwares



Graphic design is all around us, in a myriad of forms, both on screen and in print, yet it is always made up of images and words to create a communication goal. This course **exposes students to the fundamental skills required to make sophisticated designs: process, historical context, and communication through image-making and typography.** The sequence is completed by a capstone project that applies the skills of each course and peer feedback in a finished branding project suitable for a professional portfolio.

Students will learn to communicate using the visual language of a design and be exposed to immense professional opportunities.

Objective

The Technical Training in Design Software course is a franchise programme that is aimed at training students in relevant skills needed in most business operations using graphic design softwares like; Adobe Photoshop CC, Adobe Illustrator CC, Adobe InDesign CC, Acrobat Reader DC.

Content

- Adobe Illustrator CC
- Adobe Photoshop CC
- Adobe InDesign CC
- Acrobat Reader DC

Learning Outcomes

By the end of the Course period learners should be able to:

- Show skills in non-destructive editing techniques in Adobe Photoshop
- Show knowledge in creation of logos and branding packages for potential clients.
- Master the pen tool, shape builder and other design tools in Adobe Illustrator.
- Show a deep understanding of typography, color theory, photos and layout.
- Show knowledge in editorial spreads and magazine layouts using Adobe InDesign

Pedagogy

Trainers will use up-to-date training techniques and a variety of training methods to give all participants the best opportunities for learning including the latest Design softwares for example Adobe Creative Cloud as well as individual assessments using practical Assessment software, remedial class and revision sessions.

Who should attend

Users with basic knowledge of Design softwares. Graphic Design Graduates. Mature entry with experience in the Design Field.

Art & Design Experts, Graphic Designers, Design Graduates, Working Class with passion in Graphic Design Courses, creative minded individuals with artistic raw talent.



The new on-demand paradigm of computing services over the internet. Visit LBC.

Cloud Computing for Managers



This course introduces you to the core concepts of cloud computing. You gain the **foundational knowledge required for understanding cloud computing from a business perspective as also for becoming a cloud practitioner**. You understand the definition and essential characteristics of cloud computing, its history, the business case for cloud computing, and emerging technology usecases enabled by cloud. You learn about the various cloud service models (IaaS, PaaS, SaaS) and deployment models (Public, Private, Hybrid) and the key components of a cloud infrastructure (Networking, Storage - File).

Cloud computing has become the ideal way to deliver enterprise applications and the preferred solution for companies.

Objective

The Cloud Computing for Managers course aims at training students in relevant computer skills for using on-demand computer systems and resources without direct active management by the user and covers the following key area: Cloud Computing Resources and Storage; differentiating types of clouds Delivering services and categories from the cloud, administration and Collaboration in Cloud Computing, Deploying web applications, Controlling and Testing Data in the Cloud, Scalable Server Clusters, Leveraging an existing infrastructure and in-house facilities, Evaluation and Improvement of Cloud Computing System.

Content

- Categorizing Service Types
- Cloud Computing Storage
- Aspects of cloud security
- Comparing service scenarios
- Inspecting SaaS technologies
- Deploying web applications
- Delivering Platform as a Service (PaaS)
- Controlling and Testing Data in the Cloud
- Scalable Server Clusters
- Exploiting Software as a Service (SaaS)

Learning Outcomes

By the end of the Course period learners should be able to:

- Generate new ideas and innovations in cloud computing.
- Show core issues of cloud computing such as security, privacy, and interoperability.
- Effectively operate SaaS, PaaS, IaaS, public cloud, private cloud and hybrid cloud.
- Articulate the key technologies, strengths, and limitations of cloud computing.
- Identify problems, explain, analyze, and evaluate various cloud computing solutions.

Pedagogy

Logan Trainers use up to date training techniques and variety of training methods to give all participants the best opportunities for learning, including: Practical sessions, Group discussions, Tutorials, Presentation / Lectures, Demonstrations, Reading materials provided for example Cloud Computing Training Guides and Learning guides.

Who should attend

Users with basic working knowledge of computers.

IT Experts, Computer Technicians, IT Graduates, Working Class with passion in IT Courses, Managers.



Move with times and intersect human resources and information technology. Visit LBC

Computerised Human Resources Information Systems (CHRIS)



A Human Resource Information System is a software package that **replaces manual, paper-based methods of inputting, tracking and recording employee information**. It is organized mainly for the five main areas of Human Resource Management with employee personal records. It facilitates planning by matching right employee for the right job at the right time and in right place. Apart from this, CHRIS also fulfils regulatory compliance for security and tracking of data for protection of personal data and timely generation of reports for submission to government agencies. Thus, CHRIS is a strong tool used for management of human resources for all types of organisations.

Objective

The Computerized Human Resources Information Systems is a course that trains students with the relevant skills of managing human resources using modern information systems. This includes Meaning and Benefits of a computerized human resource information system, Strategic Decisions in HR, Computer Applications in HR info systems, Technical Infrastructure and computer hardware in HR information systems, Networking Data Processing, Reporting and Monitoring & Evaluation.

Content

- Increased access to HR data
- Basic Employee Records
- More consistent and accurate data
- Customizing e-HR;
- A higher internal profile for HR
- Data quality
- Data Storage and Access
- E-HR Systems
- Aligning e-HR investment
- Reporting capability and processes

Learning Outcomes

By the end of the Course period learners should be able to:

- Assess the costs and benefits associated with the acquisition of CHRIS
- Perform applications in organizational management and job analysis.
- Evaluate and interpret the work of employees.
- Apply their knowledge on CHRIS
- Demonstrate CHRIS to various functional areas of human resources management.

Pedagogy

Trainers will use up-to-date training techniques and a variety of training methods to give all participants the best opportunities for learning including presentation/lectures, group discussion & discussions, individual assignments and quizzes as well as providing reading materials, for example, Windows 10 Guides and Learning guides.

Who should attend

This course is designed for all Human Resource personnel.

Any public and private enterprise personnel, and those who are interested to learn the Computerised Human Resources Information Systems (CHRIS).

Duration
5 days or 40 hours

Apply online at
www.lbc.ac.bw

Need help? Call us at
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FEES STRUCTURE

CREDIT BEARING LEARNING PROGRAMMES

1. Certificate in Early Childhood Education NCQF level 5

Year & Semester	Credit Load	Fee per Credit (BWP)	Tuition Fee (BWP)	Examination Fee (BWP)	Registration Fee (BWP)	ID Card Fee (BWP)	TOTAL Fee (BWP)
Year 1 Semester 1	59	75	4,425	2,500	500	250	7,675
Year 1 Semester 2	73	75	5,475	2,000	-	-	7,475
TOTAL Credits	132	Total Fee for Learning Programme					15,150

2. Bachelor of Science in Forensic Financial Accounting NCQF level 7

Year & Semester	Credit Load	Fee per Credit (BWP)	Tuition Fee (BWP)	Examination Fee (BWP)	Registration Fee (BWP)	ID Card Fee (BWP)	TOTAL Fee (BWP)
Year 1 Semester 1	65	336	21,840	3,000	500	250	25,590
Year 1 Semester 2	71	336	23,856	3,000	-	-	26,856
Year 2 Semester 3	70	336	23,520	3,000	-	-	26,520
Year 2 Semester 4	70	336	23,520	3,000	-	-	26,520
Year 3 Semester 5	70	336	23,520	3,750	-	-	27,270
Year 3 Semester 6	58	336	19,488	3,750	-	-	23,238
Year 4 Semester 7	73	336	24,528	3,750	-	-	28,278
Year 4 Semester 8	48	336	16,128	3,750	-	-	19,878
TOTAL Credits	525	Total Fee for Learning Programme					204,150

CREDIT BEARING LEARNING PROGRAMMES

3. Bachelor of Commerce in Banking and Finance NCQF level 7

Year & Semester	Credit Load	Fee per Credit (BWP)	Tuition Fee (BWP)	Examination Fee (BWP)	Registration Fee (BWP)	ID Card Fee (BWP)	TOTAL Fee (BWP)
Year 1 Semester 1	60	336	20,160	3,000	500	250	23,910
Year 1 Semester 2	65	336	21,840	3,000	-	-	24,840
Year 2 Semester 3	60	336	20,160	3,000	-	-	23,160
Year 2 Semester 4	60	336	20,160	3,000	-	-	23,160
Year 3 Semester 5	64	336	21,504	3,750	-	-	25,254
Year 3 Semester 6	64	336	21,504	3,750	-	-	25,254
Year 4 Semester 7	68	336	22,848	3,750	-	-	26,598
Year 4 Semester 8	84	336	28,224	3,750	-	-	31,974
TOTAL Credits	525	Total Fee for Learning Programme					204,150

4. Bachelor of Commerce in Business Project Management NCQF level 7

Year & Semester	Credit Load	Fee per Credit (BWP)	Tuition Fee (BWP)	Examination Fee (BWP)	Registration Fee (BWP)	ID Card Fee (BWP)	TOTAL Fee (BWP)
Year 1 Semester 1	67	336	22,512	3,000	500	250	26,262
Year 1 Semester 2	65	336	21,840	3,000	-	-	24,840
Year 2 Semester 3	56	336	18,816	3,000	-	-	21,816
Year 2 Semester 4	58	336	19,488	3,000	-	-	22,488

CREDIT BEARING LEARNING PROGRAMMES

4. Bachelor of Commerce in Business Project Management NCQF level 7

Year & Semester	Credit Load	Fee per Credit (BWP)	Tuition Fee (BWP)	Examination Fee (BWP)	Registration Fee (BWP)	ID Card Fee (BWP)	TOTAL Fee (BWP)
Year 3 Semester 5	68	336	22,848	3,750	-	-	26,598
Year 3 Semester 6	70	336	23,520	3,750	-	-	27,270
Year 4 Semester 7	72	336	24,192	3,750	-	-	27,942
Year 4 Semester 8	70	336	23,520	3,750	-	-	27,270
TOTAL Credits	526	Total Fee for Learning Programme					204,486

5. Bachelor of Commerce in Marketing Management NCQF level 7

Year & Semester	Credit Load	Fee per Credit (BWP)	Tuition Fee (BWP)	Examination Fee (BWP)	Registration Fee (BWP)	ID Card Fee (BWP)	TOTAL Fee (BWP)
Year 1 Semester 1	66	336	22,176	3,000	500	250	25,926
Year 1 Semester 2	66	336	22,176	3,000	-	-	25,176
Year 2 Semester 3	56	336	18,860	3,000	-	-	21,860
Year 2 Semester 4	56	336	18,860	3,000	-	-	21,860
Year 3 Semester 5	59	336	19,824	3,750	-	-	23,574
Year 3 Semester 6	60	336	20,160	3,750	-	-	23,910
Year 4 Semester 7	60	336	20,160	3,750			23,910
Year 4 Semester 8	80	336	26,880	3,750			30,630
TOTAL Credits	503	Total Fee for Learning Programme					196,758

CREDIT BEARING LEARNING PROGRAMMES

6. Post Graduate Diploma in Higher Education NCQF level 8

Year & Semester	Credit Load	Fee per Credit (BWP)	Tuition Fee (BWP)	Examination Fee (BWP)	Registration Fee (BWP)	ID Card Fee (BWP)	TOTAL Fee (BWP)
Year 1 Semester 1	47	340	15,980	2,000	500	250	18,730
Year 1 Semester 2	83	340	28,220	2,000	-	-	30,220
TOTAL Credits	130	Total Fee for Learning Programme					48,950

NON-CREDIT BEARING CORPORATE AND PROFESSIONAL TRAINING PROGRAMMES

1. Professional Management

Programme Name	Duration	Tuition Fee (BWP)	Admission Fee (BWP)	TOTAL Fee (BWP)
Wholesale and Retail Operations	3 Days	3,500	150	3,650
Sales and Marketing	2 Days	3,000	150	3,150
Project Management	2 Days	3,000	150	3,150
Performance Management and Development	2 Days	3,000	150	3,150
Basic Food Safety and Hygiene	3 Days	3,500	150	3,650
Basic Fire Marshalling	2 Days	3,000	150	3,150
Finance for Non-finance Managers	2 Days	3,000	150	3,150
Entrepreneurship and Leadership Skills	3 Days	3,500	150	3,650

NON-CREDIT BEARING CORPORATE AND PROFESSIONAL TRAINING PROGRAMMES

1. Professional Management

Programme Name	Duration	Tuition Fee (BWP)	Admission Fee (BWP)	TOTAL Fee (BWP)
Effective Teamwork and Team Building	2 Days	3,000	150	3,150
Customer Care	2 Days	3,000	150	3,150
Finance for Non-Finance Managers (QuickBooks)	3 Days	3,500	150	3,650
Cloud Computing for Managers	5 Days	4,500	150	4,650
Environmental Impact Assessment	5 Days	4,500	150	4,650
Workplace and Employability Skills	5 Days	4,500	150	4,650
Computerized Human Resources Information System (CHRIS)	5 Days	4,500	150	4,650
Advanced First Aid Level 3	5 Days	4,500	150	4,650
Private Security Practice and Investigations	5 Days	4,500	150	4,650
Certificate of Proficiency (COP)	5 Days	4,500	150	4,650

NON-CREDIT BEARING CORPORATE AND PROFESSIONAL TRAINING PROGRAMMES

2. IT Certification Training

Programme Name	Duration	Tuition Fee (BWP)	Admission Fee (BWP)	TOTAL Fee (BWP)
Microsoft Certified Solutions Associates (MCSA)	9 Months	9,800	150	9,950
International Computer Driving License (ICDL)	4 Months	7,200	150	7,350
CompTIA Security+	3 Months	4,200	150	4,350
CompTIA Network+	3 Months	4,200	150	4,350
CompTIA A+	3 Months	4,300	150	4,450
Cisco Certified Networking Associates (CCNA)	3 Months	5,600	150	5,750
Microsoft Office 2013	3 Month	4,000	150	4,150
Microsoft Windows 10	1 Month	4,000	150	4,150
Microsoft Word	1 Month	2,500	150	2,650
Excel Presentation	1 Month	2,500	150	2,650
Access	1 Month	2,500	150	2,650

3. Technical Training in Design Softwares

Adobe Illustrator CC	1 Month	2,900	150	3,050
Adobe Photoshop CC	1 Month	2,900	150	3,050
Adobe InDesign CC	1 Month	2,900	150	3,050
Technical Training in Design Softwares (TTDS)	3 Months	7,500	150	7,650

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