



Botswana Open
University

Short Courses Training Calendar 2023 - 24



**Centre for
Continuing
Professional
Development (CCPD)**

LOCATION	COURSE	PRICE	DURATION	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Francistown Regional Campus	Customer Care	P2550	5 Days									4th -8th
	Assessment	P3500	5 Days		7 th - 11 th							
	Moderator	P3500	5 Days	24 th -28 th								
	Project Management	P6000	6 Weeks				16 th	24 th				
	Safety, Health and Environment	P3500	5 Days			25 th - 29 th						
	Strategic Planning	P3500	5 Days					27 th	1 st			

LOCATION	COURSE	PRICE	DURATION	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Gaborone Regional Campus	Customer Care	P2550	5 Days			11 th - 15 th						
	Assessment	P3500	5 Days				9 th - 13 th					
	Moderator	P3500	5 Days		21 st -26 th							
	Project Management	P6000	6 Weeks	31 st		1 st						
	Safety, Health and Environment	P3500	5 Days								19 th -23 rd	
	Strategic Planning	P3500	5 Days					6 th - 10 th				

LOCATION	COURSE	PRICE	DURATION	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Kang Regional Campus	Customer Care	P2550	5 Days								25 th	1 st Mar
	Assessment	P3500	5 Days			4 th - 8 th						
	Moderator	P3500	5 Days					20 th - 24 th				
	Project Management	P6000	6 Weeks							29 th		8 th
	Safety, Health and Environment	P3500	5 Days		14 th -18 th							
	Strategic Planning	P3500	5 Days				23 rd - 27 th					

LOCATION	COURSE	PRICE	DURATION	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Maun Regional Campus	Customer Care	P2550	5 Days				16 th - 20 th					
	Assessment	P3500	5 Days					13 th - 17 th				
	Moderator	P3500	5 Days			18 th - 22 th						
	Project Management	P6000	6 Weeks		14 th	22 nd						
	Safety, Health and Environment	P3500	5 Days									11 th -15 th
	Strategic Planning	P3500	5 Days								5 th -9 th	

LOCATION	COURSE	PRICE	DURATION	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Palapye Regional Campus	Customer Care	P2550	5 Days		28 th	1 st						
	Assessment	P3500	5 Days								12 th -16 th	
	Moderator	P3500	5 Days				30 th	3 rd				
	Project Management	P6000	6 Weeks			25 th		3 rd				
	Safety, Health and Environment	P3500	5 Days							29 th	2 nd	
	Strategic Planning	P3500	5 Days	31 st	4 th							

VENUE	MODULE			PRICE	REGISTRATION	COMMENCEMENT
Gaborone HQ	Word, Powerpoint, Internet and Email, Excel and Access			P733.00 Per Course	19 th June - 30 th June	3 rd July - 11 th Aug
	Word, Powerpoint, Internet and Email, Excel and Access			P733.00 Per Course	21 st Aug - 31 st Aug	4 th Sep - 29 th Sep
	Word, Powerpoint, Internet and Email, Excel and Access			P733.00 Per Course	23 rd Oct - 3 rd Nov	6 th Nov - 1 st Dec
	Word, Powerpoint, Internet and Email, Excel and Access			P733.00 Per Course	19 th Feb – 1 st Mar	4 th Mar - 29 th Mar

Application Requirements and Procedures

- Project Management is a 6 weeks course. The first week is face to face classes and the next 5 weeks will be portfolio development.*
- Please note that the course shall only commence when the University has reached a minimum target number of 15 learners
- Go to <https://www.bou.ac.bw/index.php/expression-of-interest> and complete the Expression of Interest Form at least two weeks before commencement of the training.
- Once a threshold has been reached applicants shall be contacted telephonically for registration and payment of fees in accordance with the University registration and payment procedures.
- While every effort is made to ensure the timeliness and accuracy of the information, it is however, subject to change without notice.

Spaces are limited

Payment:
Registration:
Sitting per course:

One Week before commencement of the Training Week
First Come First Served Basis
Minimum of 15 Learners

Regional Campuses Contact

Gaborone	mkeatlholetswe@staff.bou.ac.bw	Tel: 3646107
	ttumelo@staff.bou.ac.bw	Tel: 3646108
Kang	psimane@staff.bou.ac.bw	Tel: 6517248
Francistown	lnthobatsang@staff.bou.ac.bw	Tel: 2418383
Palapye	adilaolo@staff.bou.ac.bw	Tel: 4924024
Maun	kpetso@staff.bou.ac.bw	Tel: 6865621