

National Institute of Business Management
120/5, Wijerama Mawatha, Colombo 07. Sri Lanka
Hot Line : 5321000 - 30
General Telephone: 2693404, 2692272, 2685805
Programmes Office: 2685806, MIS Division : 2667769
Fax : 2685808, 2693403

Kurunegala Center
47, Bauddaloka Mawatha,
Kurunegala.
Programs Office
037-5620298
037-2222778

Kandy Center
30, Colombo Street,
Kandy.
Programs Office
081-2236651
077-7791667

COURSE ANNOUNCEMENTS AT NIBM

Course Details

1)

Course Name:	Advanced Certificate Course in Financial and Management Accounting (English)
Scheduled For:	April 29 2010,
Objectives:	After successful completion of the program, participants should be able to: * Explain the basic theories relating to financial and management accounting * Practice these theories in real situations
For Whom:	O/L with relevant experience and those who are interested
Content:	<ul style="list-style-type: none">* Accounting Principles and Concepts* Books of Prime Entry/Double Entry Principles* Error Corrections / Bank Reconciliation* Preparation of Final Accounts using Microsoft Excel* Preparation of Cash Flow Statement* Interpretation of Accounts* Basics of Cost Accounting* Marginal Costing* Variance Analysis* Activity Based Costing* Time Value of Money / Capital Budgeting* Internal Controls in an Accounting System* Taxation* Working Capital Management* Basics of Balance Score-card
Duration:	4 Months
Timing:	1700h - 2000h (Tuesday, Thursday)
Medium:	English
Methodology:	Lectures / Discussions / Project work / Demonstrations
Fee:	LKR. 30,000/- + 500/- (Reg)
Location:	Colombo

2)

Course Name: Certificate Course in Computer Science (English)

Scheduled For: April 25 2010

Objectives: * The course provides an understanding of computer science fundamentals
* The course helps students decide whether to pursue higher studies in Computer Science
* It also provides basic computer skills for work in Business Systems

For Whom: GCE O/L or A/L candidates

Content:

1. Principles of operation of CPU and storage devices
2. Number Systems, Data Representation
3. Functions and use of Operating Systems
 - o MS DOS
 - o MS Windows
 - o Hard Disk maintenance
 - o LINUX
4. File Design, Organization and Access
5. Programme Flow charts
6. Boolean Algebra and Logic Gates
7. Introduction to programming
 - o Languages : C and Visual Basic
8. Introduction to Internet, Email and Web Design
9. Introduction to SQL using Oracle
10. Use of PC Software:
 - o MS Word
 - o MS PowerPoint
 - o MS Excel
 - o MS Access

Duration: 4 Months, Lec: Wed (Batch1)/ Sun (Batch2),

Timing: 0800 h - 1600 h Wed (Batch1)/Sun (Batch2)

Medium: English

Methodology: Lectures / Practical Sessions / Assignments and Evaluation Test

Fee: LKR 22,000/- + 500/- (Reg)

Location: Colombo Kandy Kurunegala Galle

3)

Course Name: Introductory Certificate in Marketing

Scheduled For: May 2010

Objectives:

- * Understand the key functions of marketing and its role in an organization
- * Know about the four Ps (product, price, place and promotion) and how to apply the marketing mix
- * Understand more about customers and managing customer relationships
- * Learn and develop techniques and skills pertinent to become a stylish marketer

For Whom:

- * Individuals in jobs with marketing involvement
- * School leavers/ job seekers
- * Non-marketers wanting to develop a broader knowledge or understanding of marketing or to move into marketing
- * Any person who has a passion for marketing

Content:

- * Session - 1 Introduction to Marketing (Marketing Concept & Philosophies)
- * Session - 2 Marketing Environment
- * Session - 3 Marketing Information System
- * Session - 4 Consumer Buying Behavior
- * Session - 5 Industrial Buying Behavior
- * Session - 6 Marketing Segmentation, Targeting & Positioning - I
- * Session - 7 Marketing Segmentation, Targeting & Positioning - II
- * Session - 8 Marketing Mix (Product)
- * Session - 9 Marketing Mix (Individual Product Decisions)
- * Session - 10 Marketing Mix (Branding)
- * Session - 11 Marketing Mix (Marketing Strategies for Services)
- * Session - 12 Marketing Mix (Pricing)
- * Session - 13 Marketing Mix (Distribution Channels)
- * Session - 14 Marketing Communication - I (Advertising)
- * Session - 15 Marketing Communication - II (Personal Selling)
- * Session - 16 Marketing Communication - III (Sales Promotion)
- * Session - 17 Marketing Communication - IV (Direct Marketing/E- Marketing/Integrated Marketing Communication (IMC))
- * Session - 18 Marketing Planning - I
- * Session - 19 Marketing Planning - II
- * Session - 20 Professional Presentation Skills
- * Session - 21 Business Writing Skills - I (Business Letters)
- * Session - 22 Business Writing Skills - II (Report Writing)
- * Session - 23 Business Ethics & Personal Grooming (Guest Lecture)
- * Session - 24 Managing Your Career (Guest Lecture)

Duration: 03 months - (P), 1.5 months - (F)

Timing: 1700 - 2000 hrs - (P) ,0900 - 1600 hrs - (F)

Medium: Sinhala English

Methodology: Lectures /Discussions/Presentations/Group work/Assignments

Fee: LKR 30,000/= +500/=(Reg)

Location: Colombo

4)

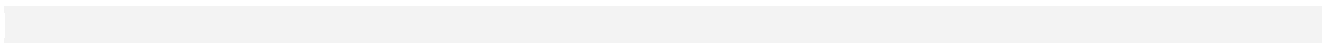
Course Name:	Higher National Diploma in Insurance (HNDI)
Scheduled For:	May 22 2010
Objectives:	<ul style="list-style-type: none">* To equip candidates with the theory and applications of general insurance, life insurance and risk management.* To develop candidates professional skills.* To create an image of the profession by offering a nationally and internationally accepted qualification in insurance.
For Whom:	* A/L qualification with more than 3 Years Working Experience
Content:	<ul style="list-style-type: none">* Principles of Insurance & Its universal Practices* Business Economics* Managing Insurance Broker Companies* Insurance & Risk Management* Claims Management* Property Insurance & Life Underwriting* Legal Framework and Legal Aspects of Insurance.* Insurance and Risk Management
Duration:	One Year and 3months
Timing:	09:00 hrs-16:00hrs (Saturdays)
Medium:	English
Methodology:	Lectures, Group Discussions, Case Studies, Self-Assessments and Group Learning
Fee:	LKR 98,000/- + Reg 500/=
Location:	Colombo

5)

Course Name:	Workshop on Research & Survey Methodology
Scheduled For:	May 18 2010, May 19 2010, May 25 2010 At the end of the program participants will be able to :
Objectives:	<ol style="list-style-type: none">1. Gain knowledge on how to write a research/survey proposal2. Be familiar with various data collection methods3. Use statistical tools and software packages for data4. Improve presentation skills
For Whom:	<ol style="list-style-type: none">1. Research officers, Research Assistants and Project Officers in Business Organizations, NGOs and Academic Institutes2. Diploma/Undergraduate/Post-Graduate students3. Any other person with an interest in gaining knowledge in research and survey methodology
Content:	<ol style="list-style-type: none">1. Basic concepts in research and survey methodology2. How to write a research proposal Methodology3. Literature review and research design4. Data collection methods5. Application of software packages for data analysis6. Writing dissertation/report Course7. Presentation of research/report
Duration:	04 days
Timing:	0900 h - 1600 h
Medium:	English
Methodology:	Discussions / Lectures / Group Work
Fee:	LKR 12,000/- per participant
Location:	Colombo

6)

Course Name: Industrial Laws for non HR personals
Scheduled For: May 20 2010, May 21 2010,
For Whom: Managers, divisional heads, and executives who handle functions other than HR function
Content: * Provisions of Shop & Office Employees Act
* Industrial Safety Laws
* Laws pertaining to Remuneration
* Legal issues of Termination & Termination Benefits
Duration: 02 days
Timing: 0900 h - 1600 h
Medium: English
Methodology: Lectures/ Case study/ Games/ Group Presentations
Fee: LKR 7150.00/=
Location: Colombo



7)

Course Name: Certificate Course in 2D and 3D Animation

Scheduled For: May 12 2010

The material contained in this course has designed to take the student from raw beginner to seasoned professional using Macromedia Flash, 3D Studio Max and Autodesk Maya confidently in a production environment

Upon successful completion of this course you will be able to:

- Objectives:
- Work in a production environment
 - Understand the mechanics of Macromedia Flash, 3ds Max & Maya
 - Be able to create 3d models using a variety of techniques
 - Work with materials to texture you models
 - Understand how to light a scene Be able to create animations
 - Stage a scene and understand cinematography
 - Know how to create output for use in production

For Whom: For those who wish to learn designing and animation

- Content:
1. Macromedia Flash
 2. 3D Studio Max
 3. Autodesk Maya
 4. Adobe Premiere Pro 02
 5. Adobe After Effect

Duration: 4 Months

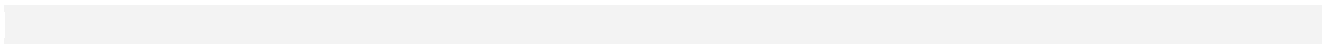
Timing: 0900 -1700 Hrs (Wednesday)

Medium: Sinhala English

Methodology: Lectures / Demonstrations & Practicals

Fee: LKR 30,000/- + Reg 500/-

Location: Colombo



8)

Course Name:	Advanced Diploma in Supplies & Materials Management (Sinhala)
Scheduled For:	May 2010
Objectives:	After successful completion of the program, participants should be able to: * Understand the theoretical and practical aspects of the management principles * Be comfortable with Supplies and Materials Management Procedures * Implement and control the supplies and materials functional activities, efficiently and effectively
For Whom:	*A/L qualification with more than 3 Years Working Experience Or *Those who have followed Advanced Certificate Course in Supplies & Materials Management
Content:	* Management Principles * International Purchasing * Legal Aspects of Purchasing * Supplies & Purchasing Management * Stores & Warehouse Management * Supply Chain Management * Import and Export Procedures * Computer Based Applications for Supplies & Materials Management * Operational Management * Method of Personnel Research * Management Functions & Practices * Financial Accountancy * Independent Study
Duration:	1 Year (Saturday)
Timing:	0900 h - 1600 h
Medium:	Sinhala
Methodology:	Lectures / Discussions / Group Exercises / Case Studies
Fee:	LKR 80,000/- + Reg 1000/-
Location:	Colombo

9)

Course Name:	Advanced Certificate in Human Resource Management (Sinhala)
Scheduled For:	June 05 2010
Objectives:	Upon completion of the programme the participants will be able to, * Equip themselves to undertake higher organizational responsibilities in the field of HRM * Confront effectively issues related to HRM * Qualify for National Diploma in Human Resource Management conducted by NIBM
For Whom:	Those who wish to embark on a career in Human Resource Management
Content:	Module 1 <ol style="list-style-type: none">1. Introduction to Management2. Business Environment in Sri Lanka3. HRM Process Module 2 - Organizational Behavior <ol style="list-style-type: none">1. Concepts of Motivation2. Leadership in organizations3. Communication4. Group Dynamics5. Interpersonal Relationship Module 3 - Key result areas in HRM <ol style="list-style-type: none">1. Elements of Manpower Planning2. Recruitment Selection & Induction3. Grievances Handling4. Training and Development5. Performance Management6. Elements of Industrial Relations7. Disciplinary Procedures8. Record Management9. Employee Health & Safety10. Welfare and Benefit Services Module 4 - Essential skills required in HRM <ol style="list-style-type: none">1. Basic Quantitative Techniques2. Human Resources Information Systems3. Presentation Skills4. Case study5. Project Report
Duration:	32 Lecture Sessions of 3 hours duration
Timing:	0900h - 1600h(Saturdays) 08.30h - 13.30h(Tuesday)
Medium:	Sinhala Tamil English
Methodology:	Lectures, Experiential exercises, Individual and Group Assignments
Fee:	LKR. 30,000/- + Reg.500/-
Location:	Colombo Galle

10)

Course Name: Six Sigma Yellow Belt Certification(English Medium)

Scheduled For: May 06 2010, May 11 2010,

Objectives: This course is ideal for any employee of an organization who desires to or is required to know about Six Sigma and its DMAIC methodology without spending the time, effort and expense necessary for Green and Black Belt certification. The Six Sigma Yellow Belt course is for people who are going to be involved in a Six Sigma project Champion or a Project Member.

Content: Certification programme includes the following,

1. Six Sigma Introduction
2. Understanding variability
3. Process basics
4. Defining Customer Value
5. Cost of Poor Quality
6. Identify Six Sigma Projects and developing a project charter
7. DMAIC overview
8. Critical to Quality requirements
9. SIPOC diagrams
10. Collecting data
11. Basic data analysis—Pareto, histograms and run charts
12. Cause and effect — Ishikawa diagrams
13. Identifying, evaluating and developing solutions
14. FMEA risk analysis
15. Statistical Process Control overview

Duration: Two Days

Timing: 0900 h to 1600 h

Medium: English

Methodology: Lectures / Projects

Fee: LKR18,000/- per Participant

Location: Colombo

11)

Course Name: Six Sigma Green Belt Certification(English Medium)

Scheduled For: May 13 2010,

Objectives: This programme has been designed in keeping with the Body of Knowledge (BOK) of ASQ Green Belt certification programme. However, the course director has notified some aspects of the programme in order to make it suitable for our business environment in Sri Lanka. This is to train GREEN BELTS (PART-TIME PROJECT LEADERS) for implementation of Six Sigma Projects in Service Organizations as well as in Manufacturing Organizations.

For Whom: * Quality Assurance Managers & Executives

Content: Certification programme includes the following

1. The Lean SIX SIGMA System
2. The SIX SIGMA Language
3. Business Process Management
4. Quality of Service
5. DMAIC Methodology
6. DMAIC Power Tools
7. SIPOC Analysis
8. QFD Cycle
9. CTQ Tree
10. PPI
11. CAE
12. FMEA
13. FFA
14. Process Capability Calculation
15. POKA -YOKE
16. ECRS
17. Idealizing
18. Control Charts
19. Process Sigma Calculation
20. How to Design a SIX SIGMA Project Chart
21. Presentation Skills
22. Guideline for In-Plant Study
23. Presentation of Six Sigma Project Reports

Duration: 05 Days (one day per week every Thursday)

Timing: 0900 h - 1600 h

Medium: English

Methodology: Lectures / Projects

Fee: LKR 30,000/-

Location: Colombo

12)

Course Name: Six Sigma Black Belt Certification (English Medium)

Scheduled For: June 25 2010, June 26 2010,

This programme has been designed in keeping with body of knowledge (BOK) of ASQ Black Belt Certification Programme. However, the Course director has modified some aspects of the programme in order to make it suitable for our business environment in Sri Lanka. Participants undergo 16 days of extensive training over a eight (08) weeks period. Before they are recognized as successfully completing stringent Black Belt Programme requirements; they must demonstrate their proficiencies in using Six Sigma tools and techniques and saving actual LKR saving and customer benefits through their project work.

Objectives:

- * You will be able to explain Six Sigma philosophies, including supporting systems and tools.
- * You will be able to apply them in various business processes throughout the organization.
 - * You will be able to demonstrate and be a driver for various leadership roles and responsibilities, organizational dynamics, customer expectations, and satisfaction
 - * You will receive a BLACK BELT certificate on SIX SIGMA after completing a Six Sigma project in your organization

For Whom: * Quality, Operations, Marketing, Production and Financial Managers with at least 05 years of experience

Content: Six Sigma Black Belt Curriculum and Body of knowledge (BOK) of the Black Belts Certification Programme includes the following

- * The Lean SIX SIGMA System
- * Statistical for BPI
- * Business Process Management & Methodology
- * Quality of Service
- * DMAIC Methodology & Tools
- * Design for Six Sigma (DFSS)
- * How to design a SIX SIGMA Project charter
- * Presentations Skills
- * Guideline for in-Plant Study
- * Presentation of Six Sigma project reports
- * SIPOC Analysis
- * QFD Cycle
- * CTQ Tree
- * PPI
- * CAE
- * ANOVA / DOE / FMEA
- * FFA
- * Process Capability calculation
- * POKA - YOKE
- * ECRS
- * Control Charts
- * MINITAB Software

Duration: 16 Days (08 Weeks)

Timing: 0900 h - 1630 h

Medium: English

Methodology: Lectures / Case Analysis / Group Work / Group Presentations / Assignments / Computer Applications

Fee: LKR 125,500/-

Location: Colombo

13)

Course Name: Lean Certification in Manufacturing Systems (English)

Scheduled For: June 08 2010

At the end of the program, participants will be able to :

- Objectives:
- Learn about latest breakthroughs of manufacturing systems
 - Learn lean Manufacturing techniques
 - Reduce cycle time
 - Reduce Inventories
 - Increase capacity in current facilities
 - Maintain flexibility of the production systems

For Whom: Divisional Heads

- Content:
1. What is Lean Enterprise?
 2. Operational Vision & Strategy
 3. Supply Chain & Strategies
 4. Systematic Identification and elimination of waste
 5. Just-in-Time Operations
 6. Cellular and Continuous Flow
 7. Accountability and Change Management

Duration: 5 Days

Timing: 0900 h - 1600 h

Medium: English

Methodology: Lectures /Projects

Fee: LKR 30000/- + Reg500/=

Location: Colombo

14)

Course Name:	Advanced Certificate Course in Marketing Management (English)
Scheduled For:	June 2010
	After the successful completion of the programme, participants should be able to :
Objectives:	<ul style="list-style-type: none">• Understand the Principles of Marketing• Fit in to an organization's marketing environment• Apply the knowledge gained, in their work environments• Acquire a basic qualification for Diploma in Marketing
	Next Steps : Advanced Diploma in Marketing Management
For Whom:	Those currently employed in Marketing and seek a basic qualification.
Content:	<ol style="list-style-type: none">1. The Marketing Concept2. Marketing Environment3. Marketing Research4. Consumer Behavior5. Marketing Strategies6. Marketing Planning7. Marketing Ethics8. International Marketing9. Marketing Skills10. Principles of Management11. Marketing Communication12. Targeting & Positioning
Duration:	4 Months
Timing:	1230 h 1830 h (Saturdays)
Medium:	English
Methodology:	Lectures / Discussions / Assignments
Fee:	LKR.30,000/- + Reg. 500/-
Location:	Colombo

15)

Course Name:	Certification in Logistics and Distribution Management
Scheduled For:	June 23 2010
Objectives:	The course is to provide participants the tools and techniques essential in the management of the Logistics Function.
For Whom:	Supply Chain Mgrs, Warehouse Mgrs, Executives, Senior Storekeepers, Production Planner, Freight Forwarder
Content:	LDM curriculum consists of three modules <ol style="list-style-type: none">1. Logistics Management<ul style="list-style-type: none">○ Introduction to Logistics Management○ Scope of business Logistics○ Logistics Customer Service○ Warehouse Management○ Service Contingencies○ Inter-functional Management of Logistics Management○ Various Logistics Information Systems2. Physical Distribution and Transportation Management<ul style="list-style-type: none">○ Store Functions and Responsibilities○ Store Procedures and Planning○ Materials - Handling considerations○ Store System costs and rates○ Networking and Transportation○ Import and Export Procedures○ Freight forwarding agencies and shipment services3. Lean Production Systems<ul style="list-style-type: none">○ Lean Principles○ Value Chain Analysis○ Value Stream Mapping○ Cell Manufacturing Systems○ Kanban and Pull System
Duration:	05 Days
Timing:	0900 h - 1400 h
Medium:	English
Methodology:	Lecture Sessions/ Assignments / Examination
Fee:	LKR 30,000/- + 500/- (Reg)
Location:	Colombo

16)

Course Name:	Advanced Diploma in Business Management / Part Time (English)
Scheduled For:	June 2010
Objectives:	<ul style="list-style-type: none">* To provide the participants with an opportunity of acquiring theoretical knowledge in management* To provide the participants with an effective forum for the appraisal of modern management ideas and techniques* To develop in the participants a general management perspective* To improve the managerial skills in the participants in diagnosing and business related issues from a multi-disciplinary base
For Whom:	<ul style="list-style-type: none">* A/L qualification with more than 3 Years Working Experience Or* Those who have followed Advanced Certificate Course in Business Management
Content:	<ol style="list-style-type: none">1. Module I - Foundation Stage<ul style="list-style-type: none">o Management Process and Organizational Behavioro Financial Accountingo Economics of Business Enterpriseo Business Mathematics and Statistics2. Module II - Functional areas of Management<ul style="list-style-type: none">o Management Accountingo Operations Managemento Management Information Systems and e-commerceo Marketing Managemento Productivity Improvemento Human Resource Managemento Industrial Law & Industrial Relations3. Module III - Integration<ul style="list-style-type: none">o Strategic Management and Performance Improving Planningo Special Topics in Business Managemento Independent Study
Duration:	1 Year
Timing:	0900 h - 1600 h (Sunday)
Medium:	English
Methodology:	Lectures / Discussions / Case Method / Exercises
Fee:	LKR. 90,000/- + Reg1000/-
Location:	Colombo Galle

17)

Course Name: Foundation Course In Human Resource Management (Sinhala)

Scheduled For: July 2010

At the end of the programme the participant should be able to :

Objectives:

- * Understand the basic concepts and practice and practices of HRM applied in modern organizations today
- * Identity, develop and apply a range of interpersonal organizational and Human Resource functional skills that are applicable for a career in Human Resource Management
- * Obtain and excellent grounding required to specialize in a career in Human Resource Management
- * Acquire skills and knowledge required for effective planning of their career in order to achieve your life goals

For Whom: Persons related to HRM functions

Content:

- * Introduction to Business
- * Principles of Management
- * Job analysis
- * Manpower Planning
- * Recruitment and Selection
- * Performance Management
- * Compensation Management
- * Training & Development
- * Grievances Management
- * Disciplinary Procedure
- * Safety and Health
- * Labour Laws
- * Career Guidance

Next Steps :

- * Advanced Certificate in Human Resource Management
- * Advanced National Diploma in Human Resource Management

Duration: 10 Weeks (Mondays - Colombo,)

Timing: 0900 h - 1300 h

Medium: Sinhala English

Methodology: Lectures/ Case Analysis/ Group Work/ Group Participation

Fee: LKR 15,000/-

Location: Colombo Kandy Kurunegala Galle

18)

Course Name:	BSc in Management Information Systems (conducted in collaboration with University College, Dublin)
Scheduled For:	August 2010
Objectives:	A University Level Degree that provides participants with comprehensive knowledge of Management Information Systems
For Whom:	HDCBIS, DCSD+3 y exp, BCS(Dip)+3 y exp, ACS (all papers) + 4 y exp., Equivalent qualifications & exp.
Content:	<ol style="list-style-type: none">1. Database and Information Resource Management2. Project Management3. e-Commerce Infrastructure4. Management of Information Systems5. Management Support Systems6. Accounting7. Business Policy8. Marketing Management9. Management of e-Commerce Strategy and Operations10. Information System Development and Implementation11. Management of Organizations12. Information Systems Applications
Duration:	HDCBIS (2 yrs) + 2 years (4 Semesters)
Timing:	0900 h - 1600 h Sundays 1700 h - 2000 h weekdays
Medium:	English
Methodology:	Lectures / Practical Sessions / Assignments and Evaluation Tests
Fee:	LKR.480,000/- +Reg,500/-
Location:	Colombo

