



**A MINIMUM NUMBER OF THREE CREDITS EXCLUDING
SISWATI/VERNACULAR CREDITS required for all diploma & some degree courses**

2021 Long Programmes

Apply for January / June

BUSINESS & INFORMATION RESOURCES MANAGEMENT				
		DURATION	PREREQUISITE SUBJECTS	TARGET CAREER OPPORTUNITY
CERTIFICATE	CCNA Network Security & Cyber Crime	6 months part time	5 Passes plus related work experience	Operations Managers / Finance Managers / IT Auditors / Security Experts / Police Intelligence / Military Intelligence
	Procurement and Supply	6 months full time 1 year part time	5 Passes / relevant working experience	Tender-Awarding Personnel, Purchasing Officer, Logistics-Officer, Store-Man / Store-Lady
DIPLOMA		1 year full time 1 year part time	CIPS Certificate / relevant working experience	Purchasing Officer, Logistics Officer
Diploma Archives and Record Management		2 years full time 3 years part time	History / Religious Studies/ English / Geo / Lit in Eng. & 2 Other credits	Librarian, Information Officer, Registry Personnel Archivist, Records Officer, Registry Personnel
Bachelor of Educational Management and Leadership		2 years part time	Diploma in Education	Education Administrator / Head Teacher / HOD / Deputy Head Teacher
Diploma in Business (NCC) (Level 3)		1 year full time 2 years part time	Accounts/Business Studies/ Commerce/Maths/ Economics/ Entrepreneurship	Accountant, Marketing Officer, HR Officer, Operations Officer, Teller
Diploma in Business (NCC) (Level 4, 5)		1 year full time / part time	Diploma in Business Administration	Accountant, Marketing Officer, HR Officer, Operations Officer, Teller
Diploma in Information Technology		2 years full time 3 years part time	Mathematics / Physics & 2 other credits	IT Officer Network Administrator / Software Designer / Systems Developer
Diploma in Accounting and Business Studies (DABS)		2 years full time 3 years part time	Accounts/Bus Stud./ Commerce/Maths/ Economics/ Entrepreneurship	Accountant, Bookkeeper, Accounting Clerk, Credit Controller
BSc IT Networking and Software Engineering		2 years part time (weekend classes only)	Diploma in IT	IT Officer Network Administrator / Software Designer / Systems Developer Business Analyst / Data Analyst

Postgraduate Diploma in Business Administration (NBS)	1 year part time	Degree	Middle Management
MBA (Management Strategy) NBS	18 months part time	Post Graduate Diploma / Hons Field of Commerce or Management, or equivalent	Management Position
Doctor of Business Administration (NBS)	3 years part time	MBA	Management

HUMAN RESOURCE & ORGANIZATIONAL DEVELOPMENT MANAGEMENT

	DURATION	PREREQUISITE SUBJECTS	TARGET CAREER OPPORTUNITY
Diploma in Human Resource Management	2 years full time 3 years part time	3 Credits including English Language/Literature in English	Human Resource Officer, Administrator, Corporate Affairs Manager, HR Manager/ HR Officer, Administration Officer
BA Human Resource Management	3 years part time	Diploma in HR from a recognised institution	Human Resource Officer, Administrator, Corporate Affairs Manager, HR Manager/ HR Officer, Administration Officer

PUBLIC HEALTH MANAGEMENT

	DURATION	PREREQUISITE SUBJECTS	TARGET CAREER OPPORTUNITY
Certificate in Environmental Health Sciences	18 months part time	5 Passes including Maths	Assistant Environmental Health Officer
Diploma in Environmental Health Sciences	3 years part time	Certificate in Environmental Health Science	Assistant Environmental Health Officer
Diploma in Occupational Safety and Health	2 years full time 3 years part time	Combined Science/Chemistry/ Physics/Biology/Agriculture/ Food & Nutrition & any other 2 Credits	Safety Officer, Safety Auditors, OHS Inspectors, Health Officer, SHE Consultant
BA Community Development	4 years part time 2 years part time for diploma holders	5 Credits including English Language	Community Development Officer, M&E Officer, Community Development Manager, Community and Economic Development Officer, Planning and Community Development Officer, Social Science Researcher
Bachelor of Science in Occupational Safety and Health	4 years part time (IDM Diploma Holder)	Diploma in Occupational Safety and Health from a recognised institution	Safety Officer, Safety Auditors, SHE Manager, SHEQ Officer

ACADEMIC YEAR - FEES STRUCTURE 2020

APPLICATION FEE: (Non - refundable)	E300.00
LATE REGISTRATION (FEE (For accepted students Registering after 31 January or 31 July)	E500.00

BSc/BAs/DEGREE COURSES	FEES	
Educational Management and Leadership	E 23,907.00/year	
Community Development		
Human Resources Management		
IT Networking and Software Engineering		
Occupational Health and Safety		
CERTIFICATE & DIPLOMA COURSES	FEES	
CERTIFICATE: Environmental Health Sciences	Part Time: E18,695.00/year Full Time : E23,793.00/year	
DIPLOMA: Human Resources Management Archives and Records Management Library and Records Management Community Development Occupational Health and Safety Information Technology Environmental Health Sciences Accounting and Business Studies (DABS)		
Certificate: Network Security & Cyber Crime		6 Months: E11,897.00

SUPPLEMENTARY FEE FOR IDM COURSES:
E500/ paper
INVIGILATION FEES:
E500 per student



NCC INTERNATIONAL FRANCHISED PROGRAMMES

Diploma in Business Administration Full Time: E23,793.00/year
Part Time: E18,695.00/year

EXAM, REGISTRATION & CERTIFICATION FEES PER LEVEL:

Diploma Business Administration £330.00
Advanced Diploma in Business Admin. £385.00

ACCOMMODATION

A: Sharing E250.00 per person per day
B: No sharing E350.00 per person per day

RENTAL

Executive Room Rental E1000.00 per day
Classroom Rental E500.00 per day

NBS (UNIVERSITY OF NAMIBIA)

Pg Diploma E40,000.00 per year
MBA E85,000.00 per year
DBA E50,000.00 per year/3 years

CERTIFICATE IN PROCUREMENT FULL TIME

ITEM	AMOUNT (E)
Semester 1 Tuition Fee	12,288.00
To register a student has to pay at least 50% of the semester 5,547.00	
CIPS Exam Fees (payable to CIPS) Computer Based	3,810.00
CIPS Registration Fee (payable to CIPS)	1,560.00
TOTAL	17,658.00

DIPLOMA IN PROCUREMENT PART TIME

ITEM	AMOUNT (E)
Semester 1 Tuition Fee	11,094.00
To register a student has to pay at least 50% of the semester 5,547.00	
CIPS Exam Fees (payable to CIPS) Computer Based	4,572.00
CIPS Exam Fees paper Based	1,880.00
CIPS Registration Fee (payable to CIPS)	1,560.00
Semester 2 Tuition Fee	7,396.00
TOTAL	26,502.00

PAYMENT PLANS AND OPTIONS

As per IDM Policy tuition fees are payable in FULL before you may register. However the fees may be paid on a Semester basis. All students shall be required to pay the FULL SEMESTER FEES BEFORE REGISTERING for each semester. **NO STUDENT SHALL BE ALLOWED INTO CLASS WITHOUT HAVING PAID THE FULL SEMESTER FEES.**

TERMS AND CONDITIONS:

1. No student shall be allowed to attend classes without having fully paid their Semester fees.
2. The tuition fees are to be **deposited directly into IDM's bank account** using IDM customized deposit slips. A copy of the deposit slip must be returned to IDM bearing the bank stamp as confirmation of payment.
3. The tuition fees of **all courses on offer** are subject to an **annual increase** which shall be communicated to you before commencement of the new academic year.
4. The 2021 tuition fees for **long term programs**, courses running for more than one (1) academic year, are also subject to an annual review and increase.
5. Students shall be **required to first settle their tuition fees before payment of examination fees for accredited courses** may be accepted.
6. Refunds are subject to the Institute's Refunds Policy and a copy of the receipt must always be attached to the application for refund.
7. Franchised courses' examination and registration fees are **determined by the Franchisors**, namely NCC, CIPS and Boitekanelo and are payable in British Pounds Sterling (£). These fees shall be communicated to you when due.
8. Any prescribed text books shall be paid for separately from the tuition.

SPONSORSHIP AND FUNDING:

IDM neither offers nor secures any funding to students.

However, a non-exhaustive list of potential funders and sponsors is hereby provided for your attention:

- (a) Tibiyo TakaNgwane
- (b) Commercial Banks for Educational and Personal Loans
- (c) Churches or Church Forums

Application Forms are to be submitted with the following:

- E300 Application fee (E500 for NBS Courses)
- Certified Copies of Academic Certificates
- Certified Copy of National ID

FOR MORE INFORMATION CONTACT:

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IDM Eswatini

