



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

## **2023 Long Programmes**

### **Apply for January / June**

<b>BUSINESS &amp; INFORMATION RESOURCES MANAGEMENT</b>			
	<b>DURATION</b>	<b>PREREQUISITE SUBJECTS</b>	<b>TARGET CAREER OPPORTUNITIES</b>
<b>Certificate in CCNA Network Security &amp; Cyber Crime</b>	6 Months Part Time	5 Passes plus related work experience	Operations Managers, Finance Managers, IT Auditors, Security Experts, Police Intelligence, Military Intelligence
<b>Certificate in CISCO CCNA1: Introduction to Networks</b>	12 Weeks Part Time	Pass in Maths/ Science/ IT related Course/ Relevant Working Experience	Network Engineer, Helpdesk, Technician, Network Administrator, Network Support Technician
<b>Certificate in CISCO CCNA 2: Switching and Routing</b>	8 Weeks	Certificate in CISCO CCNA1	Network Engineer, Helpdesk, Technician, Network Administrator, Network Support Technician
<b>Certificate in CISCO CCNA 3: Security</b>	8 Weeks	Certificate in CISCO CCNA 2	Network Engineer, Helpdesk, Technician, Network Administrator, Network Support Technician
<b>Certificate in Procurement and Supply</b>	6 Months Full Time 1 Year Part Time	5 Passes / Relevant Working Experience	Tender-Awarding Personnel, Purchasing Officer, Logistics-Officer, Store-Man / Store-Lady
<b>Diploma in Procurement and supply</b>	1 Year Full Time 1 ½ Years Part Time	CIPS Certificate / any other qualification	Purchasing Officer, Logistics Officer
<b>Advanced Diploma in Procurement and Supply</b>	1 ½ Years Part Time	Strictly Diploma in CIPS	Strategic Sourcing Manager, Supply Management Analyst, Logistics Analyst, Supply Chain Offer
<b>Diploma in Business (NCC) Level 4</b>	1 Year Full Time 2 Years Part Time	Accounts// Business Studies / Commerce / Maths / Economics / Entrepreneurship	Accountant, Marketing Officer, HR Officer, Operations Officer, Teller

## BUSINESS & INFORMATION RESOURCES MANAGEMENT

	DURATION	PREREQUISITE SUBJECTS	TARGET CAREER OPPORTUNITIES
Diploma in Business (NCC) Level 5	1 Year Full Time 18 Months Part Time	Diploma in Business Level 4	Accountant, Marketing Officer, HR Officer, Operations Officer, Teller
Diploma in Business (NCC) Level 7	1 Year Full Time 18 Months Part Time	Diploma in Business Level 5	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 & Business Studies (DABS)	2 Years Full time 3 Years Part time	Accounts / Business Studies / Commerce / Maths / Economics / Entrepreneurship	Accountant, Bookkeeper, Accounting Clerk, Credit Controller

## HUMAN RESOURCE & ORGANIZATIONAL DEVELOPMENT MANAGEMENT

	DURATION	PREREQUISITE SUBJECTS	TARGET CAREER OPPORTUNITIES
Certificate in Freight forwarding and Custom Compliance	18 Months Part Time	SGCE, IGCSE, Matric 4 credits including English, Mature Age Entry, Recognition of Prior Learning	Clearing Agent, Logistics and Distribution Officer
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	2 Years Part Time	Diploma in HR from a recognized institution	Human Resource Officer, Administrator, Corporate Affairs Manager, HR Manager / HR Officer, Administration Officer

All programmes are accredited by ESHEC



Programmes are offered in partnership with:



# ACADEMIC YEAR - FEES STRUCTURE 2023

BSc/ BAs/ DEGREE COURSES		FEES	
Human Resource Management		Annual:	E25,830.00
		Semester:	E12,915.00
CERTIFICATE & DIPLOMA COURSES		FEES	
<b>DIPLOMA:</b>		FULL TIME	
Human Resource Management		Annual:	E25,610.00
Information Technology		Semester:	E12,805.00
Accounting and Business Studies		PART TIME	
		Annual:	E20,359.00
		Semester:	E10,180.00
<b>CERTIFICATE:</b>			
Network Security & Cyber Crime		6 Months:	E13,232.00
<b>CERTIFICATE:</b>			
Freight forwarding and Customs Compliance		18 Months:	E26,520.00
		Semester:	E8,840.00
<b>CERTIFICATE:</b>			
CCNA1		12 Weeks:	E5,400.00
CCNA 2 & 3		12 Weeks:	E5,600.00

CERTIFICATE IN PROCUREMENT AND SUPPLY FULL TIME	
ITEM	AMOUNT (E)
<b>Semester Fee</b>	<b>13,760.00</b>
Examination Fee	4,250.00
Textbooks	1,638.00
Membership and Registration	1,635.00
<b>TOTAL</b>	<b>21,283.00</b>

CIPS ADVANCED DIPLOMA (18 MONTHS)	
ITEM	AMOUNT (E)
Annual Tuition Fees	36,774.00
<b>Semester 1 (Incl. Textbooks)</b>	<b>12,156.00</b>
<b>Semester 2 (Incl. Textbooks)</b>	<b>12,156.00</b>
<b>Semester 3 (Incl. Textbooks)</b>	<b>12,465.00</b>
Membership and Registration	1,635.00
Exam Fees	Available on Request

DIPLOMA IN PROCUREMENT AND SUPPLY PART TIME AND FULL TIME	
ITEM	AMOUNT (E)
Annual Tuition Fee	20,274.00
<b>Semester 1 Tuition Fee</b>	<b>10,137.00</b>
<b>Semester 2 Tuition Fee</b>	<b>10,137.00</b>
CIPS Exam Fees	7,135.00
Membership and Registration	1,635.00

SUPPLEMENTARY FEE FOR IDM COURSES	
E500	
COMPUTER BASED INVIGILATION FEES	
E800	


NCC INTERNATIONAL PROGRAMMES	
ITEM	AMOUNT (E)
Diploma in Business Admin.	
<b>Full Time</b>	<b>25,610 p.a</b>
<b>Part Time</b>	<b>20,359 p.a</b>
Diploma in Business Management	
<b>Part Time</b>	<b>25,830 p.a</b>
<b>Exam and Registration Fees</b>	
Diploma in Business Admin.	GBP 330
Advanced Dip. in Business Admin.	GBP 385
Diploma in Business Management	GBP 385



# PAYMENT PLANS AND OPTIONS

As per IDM Policy tuition fees are payable in FULL before registration. However, the fees may be paid on a semester basis. All students shall be required to pay the prescribed deposit fee before each semester registration. Payment options are available and indicated on our tuition payment plan agreement form.

## TERMS AND CONDITIONS:

1. No student shall be allowed to attend classes without paying the required tuition fee deposit.
2. Tuition fees are to be paid directly into IDMs **Standard Bank Ltd Account No: 911 000 3233 998** or MTN Mobile Money Cell Number **7809 0080**.  
A copy of the proof of payment must be sent to [payments@idmbls.ac.sz](mailto:payments@idmbls.ac.sz), or  7682 6651.
3. Tuition fees for **all courses on offer** are subject to an annual increase which shall be communicated before commencement of the new academic year.
4. The 2023 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 settle their tuition fees before payment of examination fees** 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 and CIPS are payable in British Pounds Sterling (£). These fees shall be communicated to you when due.
8. Any prescribed textbooks shall be billed separately from the tuition.

**Application Forms are to be submitted with the following:**

Certified Academic certificates

Certified Copy of National ID



## FOR MORE INFORMATION CONTACT:

 (+268) 2550 4085 / 2518 7847    (+268) 7692 7284 (also available on whatsapp)

 registrar\_e@idmbls.ac.sz / nomcebom@idmbls.ac.sz / nontobeko@idmbls.ac.sz    IDM Eswatini

For short courses email: [businessdevelopment@idmbls.ac.sz](mailto:businessdevelopment@idmbls.ac.sz)

