



# 2023/24 Long Programme

## Apply for January / June

### BUSINESS & INFORMATION RESOURCES MANAGEMENT

|   | DURATION                                       | ENTRY REQUIREMENTS   | TARGET CAREER OPPORTUNITIES   |
|---|--|--|---|
| <b>CISCO Certificate in Cyber Security</b>                    | 6 Months<br>Part Time                          | 5 Passes plus related work experience  | Information Security Officer, Cyber Security Analyst, Certified Ethical Hacker, Information Security Entrepreneur |
| <b>CISCO Certificate CCNA 1: Introduction to Networks</b>     | 12 Weeks<br>Part Time                          | Pass in Maths / Science / IT related Course / Relevant Working Experience        | Helpdesk, Technician, Network Administrator, Network Support Technician   |
| <b>CCNA 2: Switching, Routing and Wireless Essentials</b>     | 8 Weeks  | Certificate in CISCO CCNA1   | Helpdesk, Technician, Network Administrator, Network Support Technician   |
| <b>CCNA 3: Enterprise Networking, Security and Automation</b> | 8 Weeks  | Certificate in CISCO CCNA 2  | Network Engineer, Helpdesk, Technician, Network Administrator, Network Support Technician                         |
| <b>*Diploma in Procurement and Supply</b>                     | 2 ½ Years<br>Full Time<br>3 Years<br>Part Time | 5 passes / CIPS Certificate / Any Other Qualification / Relevant Work Experience | Tender-Awarding Personnel, Purchasing Officer, Logistics Officer, Store-Man/Store-Lady                            |
| <b>Advanced Diploma in Procurement and Supply</b>             | 1 ½ Years<br>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<br>2 Years Part Time          | Accounts / Business Studies / Commerce / Maths / Economics / Entrepreneurship    | Accounting Officer, Marketing Officer, HR Officer, Operations Officer, Teller                                     |

## BUSINESS & INFORMATION RESOURCES MANAGEMENT

|  | DURATION                                | ENTRY REQUIREMENTS  | TARGET CAREER OPPORTUNITIES  |
|--|---|---|--|
| <b>Diploma in Business (NCC) Level 5</b>                   | 1 Year Full Time<br>18 Months Part Time | Diploma in Business Level 4   | Accounting Officer, Marketing Officer, HR Officer, Operations Officer, Teller  |
| <b>Diploma in Business Management - (NCC) L7DBM</b>        | 1 Year Full Time<br>18 Months Part Time | Relevant Degree   | Accounting Officer, HR Officer, Marketing Officer, Operations Officer, Teller, Sales Officer and Customer Service Representative |
| <b>Diploma in Information Technology</b>                   | 2 Years Full Time<br>3 Years Part Time  | Mathematics / Physics & 2 other credits                                       | IT Officer Network Administrator / Software Designer / Systems Developer   |
| <b>Diploma in Accounting &amp; Business Studies (DABS)</b> | 2 Years Full time<br>3 Years Part time  | Accounts / Business Studies / Commerce / Maths / Economics / Entrepreneurship | Accounting Officer, Bookkeeper, Accounting Clerk, Credit Controller  |

## HUMAN RESOURCE & ORGANIZATIONAL DEVELOPMENT MANAGEMENT

|  | DURATION                               | ENTRY REQUIREMENTS   | TARGET CAREER OPPORTUNITIES   |
|--|--|--|---|
| <b>Certificate in Freight forwarding and Custom Compliance</b> | 18 Months Part Time                    | SGCE, IGCSE, Matric 4 credits including English, Mature Age Entry, Recognition of Prior Learning | Clearing Agent, Logistics and Distribution Officer  |
| <b>*Diploma in Human Resource Management</b>                   | 2 Years Full Time<br>3 Years Part Time | 3 Credits including English Language/ Literature in English                                      | Human Resource Officer, Administrator, Administration Officer, Compensation Officer, Assistant Training Officer, Learning & Development Officer |
| <b>*BA Human Resource Management</b>                           | 2 Years Part Time                      | Diploma in HR from a recognized institution  | Corporate Affairs Manager, Talent Manager, Administration Officer   |

**\* Now available on Eswatini Government Scholarship**



Programmes are offered in partnership with:



# ACADEMIC YEAR - FEES STRUCTURE 2023/24

(Fees may differ slightly for 2024)

| BSc/ BAs/ DEGREE COURSES   | FEES  |
|--|---|
| Human Resource Management  | Annual: E25,830.00<br>Semester: E12,915.00                                      |
| CERTIFICATE & DIPLOMA COURSES  | FEES  |
| <b>DIPLOMA:</b><br>Human Resource Management<br>Information Technology | FULL TIME<br>Annual: E25,610.00<br>Semester: E12,805.00                         |
| Accounting and Business Studies  | PART TIME<br>Annual: E20,359.00<br>Semester: E10,180.00                         |
| <b>CERTIFICATE:</b><br>Network Security & Cyber Crime                  | 6 Months: E13,232.00  |
| <b>CERTIFICATE:</b><br>Freight forwarding and Customs Compliance       | 18 Months: E26,520.00<br>Semester: E8,840.00                                    |
| <b>CERTIFICATE:</b><br>CCNA1<br>CCNA 2 & 3                             | 12 Weeks: E5,400.00<br>8 Weeks: E5,600.00                                       |
| <b>CERTIFICATE:</b><br>Procurement and Supply                          | PART TIME<br>Semester 1 E12,638.94<br>Semester 2 E8,644.09<br>Total: E21,283.00 |

| CERTIFICATE IN PROCUREMENT AND SUPPLY FULL TIME |                  |
|---|------------------|
| ITEM  | AMOUNT (E)       |
| Semester Fee                                    | 13,760.00        |
| 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)

