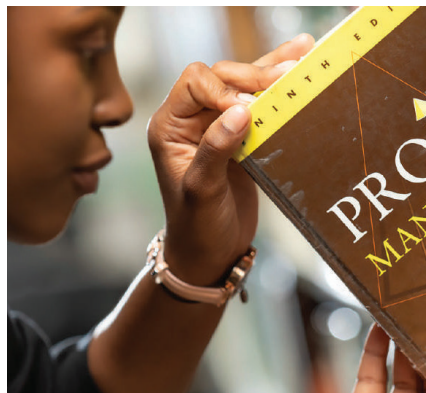




idm
 INSTITUTE OF
 DEVELOPMENT
 MANAGEMENT
 Botswana • Lesotho • Eswatini
Growing Great Minds



**LONG
 PROGRAMMES**
 BROCHURE

**2023
 2024**



EDUCATION. TRAINING. RESEARCH. CONSULTANCY

WHO WE ARE

The Institute of Development Management (IDM) was established in 1974 as a regional organisation in the countries namely Botswana, Lesotho and Eswatini to help meet the management needs of the region through management development activities including Education, Training, Research, Consultancy and the establishment of a Management Resource Centre. At the time, there was a serious shortage of managers in the young and developing economies of the three countries and IDM was mandated to train them to lead the management of their development. Now with over 49 years of doing this, IDM has grown from those early days, to what it is today, and continues to shape the futures of its alumni.



WHY CHOOSE IDM

1. BEST IN THE MARKET

Our programmes are internationally recognized and career focused. All our programmes comply with and respond to the HRDC strategy.

2. SKILLED ACADEMIC SUPPORT

We have highly skilled and experienced academic tutors who are committed to bringing out the best in you. We take care of you while you take care of your educational needs.

3. LIFE-TIME EXPERIENCE

IDM provides you with a life-changing experience to appreciate one of the fastest developing cities in Africa, and leisure opportunities. The city has rich heritage sites including the Three Dikgosi monument standing tall in the heart of the Central Business District. Our Gaborone campus is carefully situated a few yards from Riverwalk shopping mall where you find a wide range of restaurants, banking, utility providers and busy cinema. Our Francistown Campus is positioned to offer you a strategic corridor into Botswana's renowned Okavango Delta in the Chobe area.

4. HIGH TECH

We offer you 24/7 Wifi services to make your learning experience a memorable one through our e-learning platform. Our learners enjoy access to IDM Social Media platforms such as Facebook, Twitter and Instagram to exchange ideas, share experiences and learn from each other.

5. OUR UNIQUE FACILITIES

We have state-of-the art multi-media facilities: Computer labs and lecture rooms. The Institute has a robust e-Library platform that allows students full access to current academically credible e-books e-journals articles. IDM further offers secure and modern on-campus accommodation facilities including transport provision.

6. STRONG REGIONAL PRESENCE

We have campuses in Botswana, Lesotho and Eswatini, making us a unique Institute with strong local and regional presence. We are a proud

product of our forefathers, Sir Seretse Khama, King Moshoeshoe and King Sobuzha.

7. WE ROTATE OUR ACTIVITIES AROUND THE BLE REGION

On an annual basis, our regional activities including inter campus games, joint graduation ceremonies are held in our three countries on a rotational basis.

8. WE HAVE BUILT FORMIDABLE NETWORKS WORLD-WIDE

Through our collaboration with internationally recognized Institutions around the world, our learners have access to students exchange programmes to enhance their learning experience.

9. LECTURER AND LEARNER RATIO

IDM provides an intimate learning environment which allows for a more personal focus and attention on students. Our classes are generally kept small.

10. QUALITY AND RELEVANT TRAINING

As one of the oldest training Institution in the country, (established in 1974), IDM prides itself in quality delivery of service. Our programmes are consistently reviewed to ensure that they are aligned to the requirements of the regulatory bodies. Moreover, IDM is the first training Institution in Botswana to be certified on ISO 9001:2008 by the Botswana Bureau of Standards.

11. LIFE OPPORTUNITIES AFTER IDM

IDM graduates are highly recognized and sought after by employers of repute in Botswana and around the world. Our graduates are well-rounded individuals who are expertly trained to take up positions of responsibility in the employment market. Our programmes also have entrepreneurial content to sharpen our students and ready them for the business world.

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IDM PARTNERS AND REGULATORS





AIMING FOR A CAREER LEAP?

LET IDM BE YOUR STUDY PARTNER AND BE PART OF THE LEGACY

IDM is proud to give its applicants a brief description of some of its long programmes offered at its Gaborone and Francistown Campuses. The Institute offers prestigious programmes which are internationally recognized and career focused at both undergraduate and postgraduate levels.

APPLICATIONS

IDM application forms should be collected from our Admissions Office or to be downloaded from the IDM website. Upon submission, Applicants should ensure that relevant documents that include certified copies of educational certificates and national identity are attached to the completed forms. Application Fee of P50 should be paid at the Accounts office and copy of receipt attached to the application form.

Submission of application form does not guarantee admission.

ADMISSION REQUIREMENTS

Minimum requirements for each programme have been outlined in the brochure. Requirements vary per programme. Moreover, IDM strives to improve the lives of ordinary citizens and very much considers prior learning when selecting candidates for admission. The Institute also adheres to the Botswana Government call of supporting OVC's and RAC's.

It is important to note that IDM does not issue SPONSORSHIP/ FUNDING and neither does admission into IDM warrant sponsorship. Applicants who wish to be sponsored should

meet the minimum requirements set by the sponsor, be either the Department of Tertiary Education Financing (DTEF) or any other sponsor of their choice.

GROWING GREAT MINDS

BGCSE refers to the O'Level certificate awarded to Form Five graduates by the Botswana Examination Council. Other O'Level qualifications, and from other countries are acceptable to IDM including Matric, A Levels, IGCSE etc

CLASSES

Day classes commence at 0730hrs and end at 1700hrs. Evening classes (part-time) are specifically designed for those who are not able to attend day classes, especially the working candidates. These classes are conducted daily, Monday to Friday, from 1730hrs-2030hrs. IDM also offers programmes on Block Release mode in order to cater for those staying far from either Gaborone or Francistown campuses and are not able to attend fulltime classes easily. Block release classes are usually conducted every six/seven weeks from Wednesdays to Sundays, depending on the programme. Some of the programmes are conducted during weekends, Saturday to Sunday from 0800-1630hrs. The mode of delivery for each programme has been outlined in the brochure.

FEES

Programme fees have not been incorporated on this brochure. Please contact IDM finance office at 3612110/111/137 and 2410300 for more information on fees.



BUSINESS & INFORMATION RESOURCE MANAGEMENT

ACCOUNTING PROGRAMMES

ASSOCIATION OF ACCOUNTING TECHNICIANS (AAT)

The Association of Accounting Technicians, or AAT, is a UK qualification and professional body for vocational accountants, with over 133,000 members worldwide. It is a technician level qualification offering higher apprenticeships which entitles those who have completed the exams and obtained relevant supervised work experience to become an accountant. The programme is divided into three levels of Certificate, Advanced Certificate and the Diploma levels. Students can start with any qualification depending on their existing skills and experience. Participants are required to attain competency at each level in order to progress to the next levels.

Students will learn and develop skills needed for a range of financial processes, including maintaining cost accounting records, advanced bookkeeping and the preparation of financial reports and returns. Students will also gain competencies in drafting financial statements for limited companies, recommending accounting systems strategies and constructing and presenting complex management accounting reports.

Target Group: Holders of BGCSE or equivalent which must include a pass in English and Credit Mathematics. Recognition of Prior Learning also applies.



Gaborone
Campus



2 Years for
BGCSE Holders



Fulltime
Part time (Evening classes, Block Release)

aat

BA (Hons) ACCOUNTANCY (UK)

Course Objective: The BA (Hons) in Accountancy will give participants a strong academic and vocational background for a professional career in accountancy. It will also support your career development if you are considering a broader management role, as it will provide you with the Financial knowledge that is central to many business careers. The course draws on the latest practices and theories of accounting and covers the two key areas of management accounting and financial accounting and reporting as well as offering a number of optional modules that may be selected for study in your final year.

Target Group: The programme targets Holders of AAT Diploma level 4 technician progresses into 3rd Year of the programme.



Gaborone
Campus



AAT Diploma Holders (2 Years)



Full-time
Block Release





BUSINESS & INFORMATION RESOURCE MANAGEMENT

ACCOUNTING PROGRAMMES

BACHELOR OF SCIENCE IN PUBLIC FINANCE AND ACCOUNTING

This programme aims to produce finance and accounting professionals with technical and professional competences required to manage and support modern finance and accounting systems. Participants of this programme will study modules that include Financial Accounting, Auditing, Taxation, Financial Strategy, Economics, Practice of Risk Management, Corporate Strategy, and Strategic Human Resource Management amongst others.

The generic skills in analysis and problem solving, augmented by understanding of business finance and accounting better places graduates of this programme to enter sectors that include Retail, IT, Sales, Insurance, Banking and Risk management, Financial Consultancy and many others. Therefore graduates will be suited to work as Strategic Human Resource Management, Public Finance, and Public Sector Accounting, amongst others.

Target Group: The target audience for this programme is people who intend to pursue a career in finance and accounting and people who are already practitioners but without requisite degree qualification and wish to climb the corporate ladder in their profession. This programme is also a route for people who wish to become members of professional accounting such as BICA, ACCA, CIMA etc.

Entry Requirements: The normal entry requirement into this programme shall be; BGCSE or equivalent with 36 points (best 6 subjects), including Credit in Mathematics and Pass in English Or an assessed equivalent entry qualification, which may include Recognition of Prior Learning (RPL).



Gaborone
Campus



4 Years for BGCSE Holders
2 Years for Diploma Holders



Full-time





BUSINESS & INFORMATION RESOURCE MANAGEMENT

ACCOUNTING PROGRAMMES



BACHELOR OF SCIENCE IN ACCOUNTING

Course Objective: The Accounting qualification is aligned to the needs of the economy and business hence fulfilling the different ideologies and values influencing the direction of economic policies and how to best make use of the country's scarce resources.

Therefore, the purpose of this qualification is intended to develop the necessary financial skills, knowledge and attitudes in the learners to enable them to perform their financial responsibilities such as reporting, analysis, valuations, and problem solving effectively, efficiently and professionally.

Upon completion of this programme, learners will be able to:

1. Prepare and interpret financial statements.
2. Analyse and evaluate financial statements and prepare annual tax returns in line with applicable company's act and income tax act.
3. Evaluate the impact of the business environment in the financial management of an entity.
4. Demonstrate research and analytical skills by identifying and analysing critical data in a given complex situation.
5. Apply relevant management accounting techniques to aid decision making
6. Apply audit principles in conducting audit assignment
7. Apply advanced and critical financial management principles and techniques to specific problems and situations

The qualification will also facilitate professional registration with BICA or other professional bodies on successful completion.

Graduates of this qualification can be absorbed as Financial Accountants, Cost Accountants, External Auditors, Tax Accountants, Treasury Accountants, Bankers, and Consultants etc.

Entry requirements

1. BGCSE or equivalent with 36 points (best 6 subjects), including credit in Mathematics and pass in English. Certificate in Accounting and Business Studies or a related discipline from a recognized and accredited institution with a minimum five years' working experience are admitted for entry at year 1.
2. Diploma in Accounting and Business Studies/ Diploma in Public Sector Management /Recognized Accounting Technician Qualification or other recognized professional accounting qualifications from a recognized and accredited institution with a relevant working experience may be admitted for entry at year 3.
3. Learners who do not meet the above requirements may be considered in terms of IDM Recognition of Prior Learning (RPL) Regulations.



Gaborone
Campus



4 Years For BGCSE Holders
5 Years For Block Release



Full-time
Part time (Evening and Block Release Classes)



BUSINESS & INFORMATION RESOURCE MANAGEMENT

PURCHASING AND SUPPLY PROGRAMMES

CIPS PROFESSIONAL DIPLOMA IN PROCUREMENT AND SUPPLY (CIPS, UK)

Course Objective: The course provides knowledge and practical skills in purchasing and supply functions in a public or private sector organizational setting. It helps senior buyers, Contract Managers and Supply Chain Managers with the expertise to improve organisational procurement and to fulfill organisational objectives. It gives one the knowledge base to reduce cost, improve quality and timescales, manage the supply chain and deal with legal issues. The course covers a wide range of modules each designed to strengthen knowledge of participants in the supply chain management process. The course has certificate, Diploma, Advanced Diploma and Professional Diploma Levels which are all exit points awarded certificates.

Target Group: The course has two entry points that is at the Certificate level and at the Diploma level. Applicants with BGCSE should have attained a minimum of Pass in English and Mathematics in order to start the programme at the Certificate level. Applicants with a diploma in any field of study commence the programme at the Diploma level 4.



Gaborone &
Francistown
Campus



4 Years for BGCSE Holders
2 years for Level 4 Holders



Full-time
Part-time (Evening)



BSc (Hons) LOGISTICS & SUPPLY CHAIN MANAGEMENT (UK)

Course Objective: BSc (Hons) Supply Chain Management will give you the relevant skills and knowledge to begin a career in this key sector of industry and commerce. You will learn about developing, managing and improving supply chains from the 'front end' of transportation and storage to the 'back office' controls of the latest computer applications used to track and manage products in supply chains. You will also establish an understanding of broader business issues including marketing, finance, e-business and business systems.

The course is intended to develop participants at final honours degree level appropriate transferable knowledge and skills, which reflect of academic developments in the field supply chain management including current best practice. Participants will learn more on Sustainable Supply Chain Strategy, Procurement management, Logistics and Operations Management. The programme also entails a Project.

Target Group: The programme is designed for candidates with either a CIPS LEVEL 4 with at least 4 years in purchasing/supplies work environment or for candidates with a CIPS Advanced Diploma level. These are eligible for the 1-year to up degree.



Gaborone &
Francistown
Campus



4 Years for BGCSE Holders
1 Year for Level 5 Holders



Full-time
Block Release





BUSINESS & INFORMATION RESOURCE MANAGEMENT

PURCHASING AND SUPPLY PROGRAMMES

BSC SUPPLY CHAIN MANAGEMENT



The newly accredited BSc in Supply Chain Management is unique in its content and most importantly offers a future facing and integrated business education covering the main disciplines and operational areas of business, whilst focusing on supporting students to develop the skills and competencies required in a contemporary and future labour market. The overarching philosophy of our newly designed degree is to support and enhance progression, achievement and success, whilst challenging our students to become professional, aspirational and globally minded managers in a complex, dynamic economic environment. The course is a meaningful partnership between students, employers and the Institute of Development Management (IDM), with clear innovations in work-based learning, assessment for learning and teaching and learning initiatives. Students with various exit certificates from the Chartered Institute of Procurement and Supply (CIPS) can articulate into the BSc in Supply Chain Management.

PRACTICUM

All Bachelor of Science supply chain Management learners must complete the practicum. The course accumulates a total of 30 credits. The student should spend twelve (12) weeks in the practicum area.

The practicum shall take the form of a field work, integrating theory and practice. Participants will be placed at various institutions and industries, for the in service students it will be done at their respective work areas.

Entry Requirements:

To be considered for this course participants must have at least one of the following qualifications:

- O' levels or equivalent which must include a pass in English.
- Foundation Certificate in Purchasing and Materials Management or equivalent
- Prior recognized learning

PROGRAMME STRUCTURE

This is a four year qualification offering a plethora of innovative and relevant modules. Some of the exciting modules include the following:

- Negotiation in Supply Chain
- Supplier Selection and Procurement
- Introduction to Contract Management
- Warehousing and Distribution
- Sustainable Procurement
- ICDL – Online Essentials
- Purchasing Performance Management
- Supplier Relationship and Contract Management
- Strategic Procurement
- Entrepreneurship and Innovation (I)
- Industrial Attachment
- Research Methods
- Operations Management
- Corporate Governance
- Corporate Strategy



Gaborone &
Francistown
Campus



4 Years for BGCSE Holders
2 years for Diploma Holders



Fulltime
Part time (Evening classes,
Block Release)



BUSINESS & INFORMATION RESOURCE MANAGEMENT

PURCHASING AND SUPPLY PROGRAMMES

MSc LOGISTICS AND SUPPLY CHAIN MANAGEMENT (UK)

Course Objective: The programme is designed to equip participants with the knowledge and skills to contribute significantly to the operation and improvement of the contemporary supply chains. It will enable participants to successfully respond to demands of a wide range of supply chain environments.

Target Group: Holders of BA (Hons) / Bachelor's Degree or equivalent in relevant subject or CIPS Level 6 Diploma.



Gaborone
Campus



18 months



Block Release
(2 days, Saturday and Sunday, every 6 weeks)





BUSINESS & INFORMATION RESOURCE MANAGEMENT

INFORMATION TECHNOLOGY PROGRAMMES

DIPLOMA IN INFORMATION TECHNOLOGY

The Diploma in Information Technology program is designed to develop specific skills and knowledge required by a computer or IT technician, both in a support and in a development role in diverse settings. The program aims to develop individuals who can integrate and critically understand the current and relevant issues in the IT industry, and assume technical leadership roles in their areas of work to enhance optimal utilization of IT solutions.

Target Group: The target audience for this program is people who are in their early stages of pursuing a career in IT. These include new entrants from secondary schools, and those with lower level IT who might already be employed in private businesses, government, not-for profit and related organizations.

The normal entry requirement into the program shall be:

- BGCSE or equivalent with a Credit in Mathematics
- Certificate in IT or related discipline from a recognized and accredited institution
- An assessed equivalent entry qualification which may include Recognition of Prior Learning (RPL)



Gaborone &
Francistown
Campus



3 Years



Full-time
Block Release





BUSINESS & INFORMATION RESOURCE MANAGEMENT

BUSINESS MANAGEMENT PROGRAMMES

BACHELOR OF INTERNATIONAL BUSINESS (NCQF, LEVEL 7)

NEW

The qualification seeks to equip learners with skills and knowledge needed for managing a business in the current global context leading to sustainability of businesses. The degree is designed to ensure that it responds to contemporary issues and developments in the business environment around the world. It will thus provide the learners with the competencies to manage a business and how to improve a company's performance in the competitive global context.

Bachelor of International Business also aims to address the internationalization and globalization dynamics arising from Botswana companies having expanded their operations beyond their traditional domestic markets and also from a substantial number of multinational companies which have been entering the Botswana market through foreign direct investment. These companies require employees who are equipped with the knowledge and skills that will enable them to work locally and globally in a networked society that encompasses contemporary business and management issues. The programme further facilitates possibilities of self-employment by fostering entrepreneurial skills in learners.

THE PROGRAM WILL FURTHER:

- Provide learners with a qualification that enhances their problem-solving, critical thinking, independent learning and communication skills which enables one to have the willingness to go an extra mile, at the workplace.
- Equip learners with research skills to enable them conduct applied research to address various problems facing the country and the world at large. The skills in research opens doors for

graduates to partner with reputable universities or organizations to conduct research

- Provide learners with a qualification that will enable them to qualify for higher education and training in International Business or related field in support of the life-long learning principle. The academic research acts as a pathway to Masters and gives graduates an opportunity to publish their research papers based on their honors projects.
- Provide opportunity for the learners to expand their professional relationships and networks which they can use to their advantage

Learners will enroll for such modules as Business Organizations, Project Management, International Computer Driving License, Principles of Supply Chain Management, Professional Communication, E Business, Marketing in Management, Financial management, Management and Organizational Behavior, Business Research Methods, Strategic Operation and Quality management, Management Accounting and Finance, Sustainable Management, International trade, International marketing and Intership/Project amongst others.

The graduates are expected to work as Strategic Analyst, Project Manager, Business Advisor, Financial Analyst, Marketing Manager, Entrepreneurs, Global sales executives. Graduates of this programme fit perfectly in any business sector, be it mining, manufacturing, tourism, health.

ENTRY REQUIREMENTS

To be considered for this course participants must have at least one of the following qualifications:

- BGCSE 'O' levels or equivalent which must include a pass in English.



Gaborone
Campus



4 Years for BGCSE Holders



Fulltime
Part time (Evening)



BUSINESS & INFORMATION RESOURCE MANAGEMENT

BUSINESS MANAGEMENT PROGRAMMES

BACHELOR OF BUSINESS (HONOURS) INTERNATIONAL BUSINESS (LEVEL 8)

Course Objective: The qualification to equip learners with skills and knowledge needed for managing the business in the current global context leading to sustainability of businesses. The programme further facilitates possibilities of self-employment by fostering entrepreneurial skill in learners.

The graduates are expected to work as Strategic Analyst, Project Manager, Business Advisor, Financial Analyst, Marketing Manager, Entrepreneurs, Global sales executive

The program will further:

- Provide in depth and specialization in the business and management sub-field of international business to fulfill Botswana's vision imperatives of producing domestic human capital that is integrated into global labor market
- Provide learners with a qualification that enhances their problem-solving, critical thinking, independent learning and communication skills which enables one to have the willingness to go extra mile, at the workplace
- Equip learners with research skills to enable them conduct applied research to address various problems facing the country and the world at large. The skills in research opens doors for graduates to partner with reputable universities or organizations to conduct research
- Provide learners with a qualification that will enable them to qualify for higher education and training in International Business or related field in support of the life-long learning principle. The academic research acts as a pathway to Masters and gives graduates an opportunity to publish their research papers based on their honors projects.
- Provide opportunity for the learners to expand their professional relationships and networks which they can use to their advantage

Exit-level outcomes for the Programme

- Employ effective oral, written and electronic communication strategies in all business operations
- Conduct research in both local and international markets
- Apply in-depth knowledge of financial management in both local and international business processes
- Utilize international business knowledge and skills to analyse the business environment
- Advise the business on the international strategic management and international business diversification
- Formulate strategies on economic integration for the organization
- Apply International business in-depth knowledge and skills to be innovative

Entry Requirements

- Advanced Diploma, Higher National Diploma, and Bachelor's Degree (Level 7) in International Business or any Business -related field of study.



Gaborone
Campus



1 Year



Full-time
Part time (Evening and Block Release Classes)



BUSINESS & INFORMATION RESOURCE MANAGEMENT

ARCHIVES AND RECORDS MANAGEMENT PROGRAMMES

DIPLOMA IN ARCHIVES AND RECORDS MANAGEMENT

This course intends to provide participants with the requisite knowledge to set-up implement and maintain knowledge, records, archives and information management systems for Organisation and support archivists and records managers in their professional duties. Participants of this programme will learn modules such as Introduction to Archives, Conservation and Preservation, Organisational Communication, E-Records, Knowledge Management, Marketing of Information Services and Research Project.

Target Group: BGCSE Holders with Credit in English and Pass in Mathematics. The course also considers in-service participants with requisite experience in the area of records management. These includes Records supervisors, records officers, records assistants, administration assistants, documentalists, information officers and library assistants performing records, archives and information management functions.



Gaborone &
Francistown
Campus



2 Years for BGCSE Holders
1 Year for Certificate Holders



Full-time
Part time (Evening Classes)

BACHELOR OF ARCHIVES AND RECORDS MANAGEMENT (BARM)

The BARM degree course builds capacity for records managers, archivists, knowledge managers and other information management professionals in the public, private and civil society organizations. Therefore, the degree will provide solid training in terms of skills and knowledge in managing records, archives and information resource centres in various institutions.

Some of the key modules covered in this programme include Knowledge Management, Information Legislation, Preservation and Disaster Management, Entrepreneurship and Innovation, Systems Analysis, Design and Evaluation, Dissertation over and above the traditional records and archives curricular.

Target Group: Students who have completed their BGCSE and plan to pursue a career in records, archives and information management. IDM Diploma in Archives and Records Management holders or its equivalent from any other recognized institution will be admitted directly to year 3 of this programme.



Gaborone &
Francistown
Campus



4 Years for BGCSE Holders
2 Year for Diploma Holders



Full-time
Part time (Evening and Block Release)



BUSINESS & INFORMATION RESOURCE MANAGEMENT

PROJECT MANAGEMENT PROGRAMMES

DIPLOMA IN PROJECT MANAGEMENT

Course Objective: The course is designed to cater for the needs of people transitioning from an applied background into a project management role, those already managing projects, or those looking to build careers as project managers. Learners will learn more on such areas as project risk management, project

planning, project human resources management, project monitoring and evaluation.

Target Group:

Project officers, Project team members and coordinators.



Gaborone &
Francistown
Campus



2 Years for BGCSE Holders
3 Years for Part time



Full-time
Part time (Evening and Block Release)

BSC PROJECT MANAGEMENT

Course Objective: The course is designed to provide an in-depth all round understanding of Project Management at undergraduate level, enabling the graduate to work in the projects in any field. The degree in Project Management will equip students with skills and competencies which are in high demand in Botswana and globally. The graduates will be able to contribute to the overall success of businesses by ensuring the projects are completed within the constraints of time, cost and quality. Learners will enroll for modules such as Project Management Fundamentals, Project Change

Management, Project Risk and Value Management, Implementation and Control, Project/Internship. Upon completion, graduates can pursue a project management career in any sector. Building And Construction, Manufacturing, Education, Health etc.

Target Group: This degree program will be offered for those already working in project environment, who wish to pursue a career in Project Management, and school leavers who wish to enter this emerging field.



Gaborone &
Francistown
Campus



4 Years for BGCSE Holders
2 Years for Diploma Holders



Full-time
Part time (Evening and Block Release)

MSc PROJECT MANAGEMENT (UK)

Course Objective: This Programme will provide participants comprehensive and up-to-date knowledge of project management, including key principles and practices and ability to apply a range of professional and business skills and techniques in project management.

Target Group Holders of BA (Hons) / Bachelor's Degree or equivalent in relevant subject.



Gaborone
Campus



18 Months



Block Release
(2 days, Saturday - Sunday, every 6 weeks)





HUMAN RESOURCE & ORGANISATIONAL DEVELOPMENT

HUMAN RESOURCE MANAGEMENT PROGRAMMES

DIPLOMA IN HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

Course Objective: The Programme provides participants with an environment for acquiring an understanding of the essential requirements for managing and developing people for optimal performance. In addition, the Diploma focuses attention on Organisational behaviour, Organisational development and change as well as strategic management designed to equip managers for effective human capital management.

Target Group: Holders of Certificate in Human resource management or management or an assessed equivalent entry qualification, which may include prior learning. Holders of BGCSE are expected to start the programme at Year 1. The course also has the Certificate level which takes 1 Year duration.



Gaborone
Campus



2 Years for BGCSE Holders



Full-time
Part time (Evening and Block Release)

BACHELOR OF ARTS IN HUMAN RESOURCE MANAGEMENT (TOP-UP)

Course Objective: As part of its mandate to improve the managerial knowledge, skills and attitudes of employees charged with senior and middle management responsibilities in the public, parastatal and private sectors, The IDM HRM degree programme aims to generate a competent cadre of human resource practitioners operating within the supervisory, middle and senior levels of management. The programme is designed to equip learners with the necessary skills that are essential in supervising and managing employees within the work environment. The Degree focuses on the operational and strategic functions of human resource management. It also provides participants with business knowledge and skills that will enable them to strategically function as HR business partners and as such add value that is much needed by organizations operating in today's competitive, global and dynamic business environment.

Target Group: The target audience for this programme is Senior and Principal HR Officers, Human Resource Managers, Supervisors, Administrators, Project Managers.



Gaborone
Campus



2 Years for Diploma Holders
2.5 years for Block Release



Full-time
Part time (Evening and Block Release)



HUMAN RESOURCE & ORGANISATIONAL DEVELOPMENT

PUBLIC ADMINISTRATION AND MANAGEMENT PROGRAMMES

CERTIFICATE IN PUBLIC ADMINISTRATION AND MANAGEMENT

Government permeates all aspects of our lives. It regulates, prescribes, and sanctions our behaviour through laws and regulations. It imposes taxes and determines what people can do or not do. The purpose in Public Administration and Management (CPAM) therefore is to introduce students to the concept of government and governance. People who have completed this course will be able to demonstrate a good theoretical understanding of government; its institutions and processes, as well as its powers and responsibilities. With fair supervision, they should be able to work in both public and private organisations where they can supervise the daily administrative activities of units therein.

Entry requirements:

- BGCSE / O'Levels with a pass in English.
- Junior certificate or equivalent with at least 5 years' working experience (RPL necessary to determine readiness and capability to learn at a higher level)



Gaborone
Campus



1 Year for BGCSE Holders



Full-time
Part time (Evening)

DIPLOMA IN PUBLIC ADMINISTRATION AND MANAGEMENT

Course Objective: This programme is intended to equip participants with a comprehensive understanding of the nature of government. It also equips them with knowledge and skills to enable them to run their workplaces with minimal supervision in both the public and the private enterprises.

Target Group:

Holders of CPAM or "O" levels or an assessed equivalent entry qualification which may include prior learning.



Gaborone
Campus



2 Years for BGCSE Holders
1 Year for Certificate level holders



Full-time
Part time (Evening Classes)

OFFICE MANAGEMENT PROGRAMMES

BACHELOR OF OFFICE MANAGEMENT (TOP-UP)

The Bachelor of Office Management degree at IDM provides opportunity for office administration workforce to progress beyond the diploma level. Currently there is no baccalaureate training in Management in Botswana yet there are many diploma graduates in the field whose progression hinges on the degree qualification.

Course Objective: The IDM Bachelor of Office Management Degree Programme will enable secretaries and office managers to efficiently and effectively perform their jobs as well as progress academically and career wise. Many aspects of modern Organizations require strong management, including every day operations. Office Managers are tasked with keeping all office operations running smoothly by coordinating all office activities, yet also are versatile to take up new roles as demand by the changing business environment. The degree will therefore equip students with specialized professional management skills to ensure smooth office operations, coordination, communication within the office, office maintenance, and other everyday tasks.

Target Group: Human Resource Practitioners, Personal Assistant and Private Secretaries, Administrative Assistants, Registry Secretaries and pass, Administration officers' Records management officers.



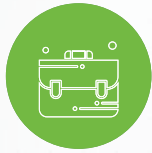
Gaborone &
Francistown
Campus



2 years Fulltime
2.5 years for Block Release



Full-time
Block Release



HUMAN RESOURCE & ORGANISATIONAL DEVELOPMENT

EDUCATION MANAGEMENT AND ADMINISTRATION PROGRAMMES

DIPLOMA IN EDUCATIONAL MANAGEMENT AND ADMINISTRATION

Course Objective: This course is intended to provide school managers with a range of knowledge and skills that will assist them to enhance the performance of their schools through increased efficiency and effectiveness.

Target Group: Educational managers from public and private sectors, 2 Years Holders of Primary School Teaching Certificate.



Gaborone
Campus



2 Years



Full-time

BACHELOR OF EDUCATION (EDUCATIONAL MANAGEMENT)

Course Objective: This programme is intended to equip participants with knowledge and skills in instructional leadership to enable them to manage the day-to-day activities in schools. Modules include Educational Leadership and management, Educational Policy and Planning, Special Inclusive Education, School Inspection and Supervision.

Target Group: The programme is designed for School Heads, Deputies and Heads of Department with a Diploma in Educational Management.



Gaborone &
Francistown
Campus



2 Years for Diploma Holders
in Educational Management



Full-time
Part time (Evening and Block Release)





HUMAN RESOURCE & ORGANISATIONAL DEVELOPMENT

EDUCATION MANAGEMENT AND ADMINISTRATION PROGRAMMES

BACHELOR OF ARTS IN EARLY CHILDHOOD DEVELOPMENT AND EDUCATION

Course Objective: This course aims to prepare early childhood education professionals with the knowledge, practical skills and attitudes in Early Childhood Development & Education. At the end of the programme, students should have mastered the theory, pedagogy and practical experience in Early Childhood Development & Education.

Target Group:

Prospective candidates for this programme are people who are interested in working with young children, as well as those who wish to pursue a career in Early Childhood Education.



Gaborone &
Francistown
Campus



4 Years for BGCSE Holders
2 Years for Diploma Holders in Education



Full-time





PUBLIC HEALTH PROGRAMMES

PUBLIC HEALTH PROGRAMMES

DIPLOMA IN PUBLIC HEALTH

Course Objective: This programme is intended to build the capacity of personnel who provide primary health care services thus strengthening the health care system.

Target Group: Holders of BGCSE or equivalent with a Pass in English and Mathematic or an assessed equivalent entry qualification, which may include Recognition of Prior Learning.



Gaborone &
Francistown
Campus



2 Years for BGCSE Holders



Full-time

BACHELOR OF PUBLIC HEALTH

Course Objective: Students pursuing their undergraduate degree in public health gain knowledge and skills in the five disciplines of public health: biostatistics, epidemiology, health policy and management, social and behavioral sciences and environmental health. Students enrolled at IDM learn about the public health care system in Botswana, at regional level and globally as well as emerging public health concerns such as pandemic infectious disease and new threats to the environment. Upon completing the undergraduate degree in Public Health, graduates typically work in areas such as public health departments, hospitals, private sector health agencies, human services agencies, rehabilitation centers, wellness centers, community health organizations, family planning clinics etc.

Target Group: BGCSE or equivalent with Pass in English and Mathematics. A Pass in Biology is an added advantage. Holders of Diploma in Public Health or any Diploma in a health related program from a recognized institution will start the programme at Year 3.



Gaborone &
Francistown
Campus



4 Years For BGCSE Holders
3 Years For Diploma Holders



Full-time
Block Release





PUBLIC HEALTH PROGRAMMES

COMMUNITY DEVELOPMENT PROGRAMMES

DIPLOMA IN COMMUNITY DEVELOPMENT

Course Objective: This Programme is intended to equip participants with the skills and knowledge of developing and managing community based projects and programmes. Modules include Gender Issues, Community Health, Community Empowerment and Legal Framework in Community Development.

Target Group: Holders of BGCSE with a Credit in English or an assessed equivalent entry qualification, which may include Recognition of Prior Learning.



Gaborone &
Francistown
Campus



2 Years for BGCSE Holders



Full-time

BACHELOR OF COMMUNITY DEVELOPMENT

The Bachelor of Community Development is designed to instill knowledge, skills and attitudes to provide tools, all of which are focused on responding to the social and economic needs of the people as identified by the people themselves. Graduates in this Degree programme will fit under several employment opportunities including in the Government as Community Development Workers, Social Workers, Poverty Eradication Officers, Poverty and Community Development Workers in Non-Governmental Organisations (NGOs), Community- Based Organisations (CBOs) and Faith- Based Organizations (FBOs) involved in poverty reduction programmes, natural resource and environment management, gender equality issues social services delivery, HIV/AIDS control and food security improvement.

Target Group: BGCSE holders with in Credit in English and Pass in Mathematic. Holders of Diploma in Community Development or related Diploma will start the programme at 3rd Year.



Gaborone &
Francistown
Campus



4 Years for BGCSE Holders



Full-time

MONITORING AND EVALUATION PROGRAMMES

POST GRADUATE DIPLOMA IN MONITORING AND EVALUATION

Course Objective: This programme is intended to provide advanced training in monitoring and evaluation. The course will help managers across various sectors with skills and knowledge in assessing, collecting and analysing data that is used in designing development programs/projects.

Target Group: Holders of a Bachelor Degree. Candidates with a higher Diploma or Advanced Diploma with 3 years' experience may also be considered. The program is ideal for M&E officers, Project/ Program Managers, NGO employees involved in social, health and educational research activities, Social Policy Analysts, Strategy Implementers, Researchers and Consultants.



Gaborone
Campus



15 Months



Block Release
(Thursday- Sundays, Every 6 Weeks)



HOSTELS

The Institute has secure and modern on-campus and off-campus accommodation facilities at its two campuses. Accommodation is granted on a first come first serve basis. All those wishing to apply for accommodation should liaise with the Office of the matron upon registration.



CONTACT DETAILS

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