

2019 Long Programmes

Apply for January / June

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



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BUSINESS & INFORMATION RESOURCES MANAGEMENT		DURATION	PREREQUISITE SUBJECTS	TARGET CAREER OPPORTUNITY
CHARTERED INSTITUTE OF PROCUREMENT				
CERTIFICATE	Procurement and Supply	6 months full time	5 Passes including English Lang. Certificate/2years work experience in purchasing and supply	Tender-Awarding Personnel, Purchasing officer, Logistics-Officer, Store-man/Store-Lady
ADVANCED CERTIFICATE		1 year part time		
DIPLOMA		1 semester full time		
ADVANCED DIPLOMA		1 year part time		
PROFESSIONAL DIPLOMA				
SOCIAL SCIENCES				
Certificate Archives and Records Management		1 year full time 2 years part time	5 Passes including English Lang.	Librarian, Information Officer, Registry Personnel Archivist, Records Officer, Registry Personnel
Diploma Archives and Record Management		2 years full time 3 years part time	History/Religious Studies/English/Geo/Lit in Eng. & 2 Other credits	
Bachelor of Archives and Records Management		3 years part time	Diploma Library and Records Management from a recognised institution	
EDUCATION				
Diploma in Vocational Education		3 years part time	3 CREDITS including Technical subject such as Entrepreneurship /Business Studies / ICT	Computer studies / Entrepreneurship / Business Studies / Technical Subjects Teacher
Bachelor of Educational Management and Leadership		2 years part time	Post graduate certificate/certificate / diploma/post graduate diploma in education	Education administrator/Head teacher/HOD/Deputy Head teacher
BUSINESS MANAGEMENT AND ADMINISTRATION				
Diploma in Business Administration (NCC)		1 year full time 2 years part time	Accounts/Business Studies/Commerce/Maths/ Economics/ Entrepreneurship	Accountant, Marketing Officer, HR Officer, Operations Officer, Teller
Advanced Diploma Business Administration (NCC)		1 year full time 2 years part time	Diploma in Business Administration	Accountant, Marketing Officer, HR Officer, Operations Officer, Teller
BA (Hons) in Business Administration (University of Worcester)		1 year part time	Advanced Diploma in Business Administration	Accountant, Marketing Manager, HR Manger, Operations Manager, Teller
Diploma in Marketing		2 years full time	Accounts/Business Studies/Commerce/Maths/ Economics/ Entrepreneurship	Marketing Manager/Sales Rep/Communications Manager/PRO
Certificate	Travel and Tourism Management	1 year full time	English and 2 other credits	Information officer, tour guide, hospitality industry job
Diploma		1 years full time	Certificate in Travel and Tourism	
Advanced Diploma		1 years full time	Diploma in Travel and Tourism	
MBA (Management Strategy) UNAM		18 months	Four (4) year Bachelor's degree in the field of Commerce or Management, or equivalent;	
INFORMATION TECHNOLOGY				
Certificate in 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

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
Bsc (IT Networking and Software Engineering)	2 years part time	Diploma in IT acquired from a recognized institution	IT Officer Network Administrator/ Software Designer/Systems Developer
ACCOUNTING			
Diploma in Accounting and Business Studies (DABS)	2 years full time 3 years part time 2 years part time	Accounts/Bus Stud./Commerce/Maths/ Economics/Entrepreneurship	Accountant, Bookkeeper, Accounting Clerk, Credit Controller,
Chartered Secretaries Programme NQF level 8	1 year evening class	BCom/LLB/Equivalent or Honors	Chartered Accountant, Company secretary
ACCA	3 years part time (weekends)	AAT/CAT/BCOM from a recognised institution	Financial Manager, Financial Accountant, Tax Manager

HUMAN RESOURCE & ORGANIZATIONAL DEVELOPMENT MANAGEMENT	DURATION	PREREQUISITE SUBJECTS	TARGET CAREER OPPORTUNITY
Diploma in Human Resource Management	2 Yrs Full Time 3 Yrs Block Release	3 CREDITS including English Language/Literature in English	Human Resource Officer, Administrator, Cooperative Affairs Manager, HR Manager/ HR Officer, Administration Officer
Diploma in Public Administration			
Degree in Human Resource Management	3 years part time	Diploma in HR from a recognised institution	Human Resource Officer, Administrator, Cooperative Affairs Manager, HR Manager/ HR Officer, administration officer
BA Office Management	3 years part time	Diploma in Secretarial studies and 3 years work experience	Personal assistant/Registry

PUBLIC HEALTH MANAGEMENT	DURATION	PREREQUISITE SUBJECTS	TARGET CAREER OPPORTUNITY
Certificate in Environmental Health Sciences	1 year full time 18 months part time	5 passes including Maths	Environmental Health office, Environmental Health Assistant
Diploma in Environmental Health Sciences	3 years full time	Certificate in Environmental Health Science	Environmental Health office, Environmental Health Assistant
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
Diploma in Public Health	3 years part time	3 credits in sciences / Background in Health	Epidemiology Officer, Health Educator, Health Care Administrator, Community Health Worker
Bachelor in Community Development	4 years part time	3 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
Certificate in Emergency Medical Care (Boitekanelo College)	1 year full time / part time	Biology/Combined Science/Chemistry/Physics/ Agriculture /Food & Nutrition, Maths, English	Emergency care technicians/Paramedic
Diploma in Emergency Medical Care (Boitekanelo College)	2 year full time / part time	Certificate in emergency medical care	
Bachelor of Science in Occupational Safety and Health	4 years part time 3 years full time 2 years full time (IDM Diploma Holder)	Diploma in Occupational Safety and Health from a recognised institution	Safety Officer, Safety Auditors, Health Inspectors Nutritionist, Health Officer

FOR MORE INFORMATION CONTACT:

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Application Forms are to be submitted with the following:

- E300 Application fee
- Certified Copies of Academic Certificates
- Certified Copy of National ID
- ***This exempts executive courses***



IDM Swaziland



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