

# LONG PROGRAMMES BROCHURE

2020-2021

WELCOME





## 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 training, consultancy, research, 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 40 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 life-changing experience to appreciate one of the fastest developing cities in Africa, Gaborone which offers exciting tourism 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 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 service to make your learning experience a memorable one through our e-learning platform. Our

learners enjoy access to school Facebook page, Twitter and Snap Chat 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 and e-journal articles. IDM further offers secure and modern on-campus and off-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 BLS 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 LEANER 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 institutions 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. Programmes also have entrepreneurial content to sharpen our students and ready them for the business world.

# Table of CONTENTS

## BUSINESS & INFORMATION RESOURCE MANAGEMENT

Accounting Programmes	5
Purchasing and Supply Programmes	6
Information Technology Programmes	7
Business Management Programmes	9
Information Management Programmes	10
Project Management Programmes	11

## HUMAN RESOURCE & ORGANISATIONAL DEVELOPMENT

Human Resources Management Programmes	12
Public Administration and Management Programmes	13
Office Management Programmes	13
Education Management and Administration Programmes	14

## PUBLIC HEALTH

Public Health Programmes	15
Community Development Programmes	15
Monitoring and Evaluation Programmes	16

### 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 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 the IDM finance office at 3612110/111/137 and 2410300 for more information on fees.



## BUSINESS & INFORMATION RESOURCE MANAGEMENT



### ACCOUNTING PROGRAMMES

#### ASSOCIATION OF ACCOUNTING TECHNICIAN (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 Advanced Certificate and the Diploma levels. Participants are required to attain competency at each level in order to progress to the next levels. The programme covers such modules as Basic Accounting, Computerized Accounting, and Indirect Tax, Budgeting, Cash management.

**Target Group:** Holders of BGCSE or equivalent should have at least a Pass in English and Mathematics. Accounting and Business Studies subjects are an added advantage for admission. Recognition of Prior Learning also applies.



**Gaborone  
Campus**



**2 Years for  
BGCSE Holders**



**Full-time  
(Day/Evening)**

**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 both pre-service and in-service participants. It has two entry points. Holders of BGCSE with Credits in Mathematics and Pass in English plus any Business related subject. Holders of AAT Diploma level 4 technician progresses into 3<sup>rd</sup> Year of the programme.



**Gaborone  
Campus**



**BGCSE holders,  
4 Years Fulltime  
AAT Diploma Holders, 2 Years**



**Full-time (Day/Evening),  
Block Release**



#### BACHELOR OF PUBLIC FINANCE AND ACCOUNTANCY

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 Financial Managers, Finance Officers, Auditors, Consultants, Business Advisors, and Accountants etc.

**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 bodies 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**



**Full-time (Day only)**



## 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 Dipolma, level 4.

 **Gaborone & Francistown Campus**

 **4 Years for BGCSE Holders,  
2 Years for Level 4 Holders**

 **Full-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 academic developments in the field of 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:** Holders of BGCSE or equivalent with Pass in Mathematics and English plus Pass in any business related subject. These candidates will begin the programme at the Certificate level. The programme is also designed for candidates with either a CIPS Level 4 with at least 4 years in the purchasing/supplies work environment or for candidates with a CIPS Advanced Diploma level. These are eligible for the 1-year top up degree.

 **Gaborone  
Francistown**

 **4 Years for BGSCE Holders,  
1 Year for level 5 Holders**

 **Full-time (Day),  
Block Release**





## BUSINESS & INFORMATION RESOURCE MANAGEMENT



### PURCHASING AND SUPPLY PROGRAMMES

#### MSc SUPPLY CHAIN MANAGEMENT (UK)

**Course Objective:** BCourse 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 Bachelors Degree



**Gaborone  
Campus**



**18 months**



**Block Release  
(4 days, Friday-Monday, every 6 weeks)**



### INFORMATION TECHNOLOGY PROGRAMMES

#### BSc (Hons) IT NETWORKING AND SOFTWARE ENGINEERING

**Course Objective:** BSc (Hons) IT Networking And Software Engineering program is designed to develop specific skills and knowledge required by a computer personnel or IT technician, both in a support or 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 effectively assume technical roles in their areas of work to enhance optimal utilization of IT solutions. Participants will learn modules such as Server Management and Administration Infrastructure, Advanced Networks and Software Engineering. Upon successful completion, careers in this field include Software Developers, Systems Analysts, Project Managers, Systems Administrators, Network Administrators, Help Desk Support Officers, etc.

**Target Group:** Candidates with BGCSE or equivalent with Credit in Mathematics and Pass in English commence the programme at year 1. Holders of any recognized Diploma in Computer related field will start at year 3.



**Gaborone  
Campus**



**4 Years (BGCSE holders)  
2 Year (Diploma holders)  
1 Year (Advanced Diploma holders)**



**Full-time (Day/Evening classes)**

#### INTERNATIONAL DIPLOMA IN COMPUTING (UK)

**Course Objective:** The Diploma in Computing (IDC) is designed to provide participants with the strong analytical and business skills in the IT Industry. It gives participants a broad introduction to the many aspects of business in the international environment.

**Target Group:** Holders of at least one of the following qualifications; BGCSE or equivalent which must include English and Mathematics, Previous IT Work experience in IT which is deemed suitable by NCC Education, The NCC Education International Certificate in Computer Studies (ICCS), An international qualification that is deemed equivalent to the ICCS programmes.



**Gaborone &  
Francistown**



**2 Years**



**Full-time (Day/Evening classes),  
Block Release**



## 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**

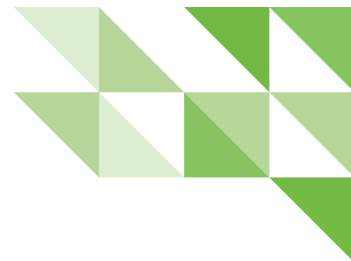
 **2 Years**

 **Full-time/Evening/  
Block Release**





## BUSINESS & INFORMATION RESOURCE MANAGEMENT



### BUSINESS MANAGEMENT PROGRAMMES

#### BBA TRAVEL AND TOURISM MANAGEMENT

Course Objective: The BBA Travel and Tourism Management is designed for those wishing to enhance their business skills, while learning about the dynamics of the tourism and hospitality industry as one of the world's most entrepreneurial and sustainable economic sectors. We are seeking students who have demonstrated ability, potential and self-motivation, a genuine interest in learning about tourism and the hospitality industry and the challenges of this fascinating sector. The curriculum develops the students' academic, professional and personal skills expected of practitioners in the tourism and hospitality industry. This four-year BBA degree program focuses on the business of tourism and hospitality – its role in post-industrial economies, the business inter-relationships between destinations, modes of travel, hotels and visitor attractions, and the crucial role of marketing and management in successful tourism and hospitality enterprises. The course takes an international perspective, including practicum in each year of study including international placement. In addition to placements, student will participate in regional cultural activities which promote cultural and intercultural tourism. It also prepares students to take up leading positions in the tourism and hospitality industry worldwide, as well as to run their own businesses profitably. Learning and teaching takes place in a number of ways, including lectures, seminars, tutorials, private study, individual and group project work, field trips and study visits. Assessment includes examinations and tests, presentations, individual essays, coursework, and individual and team projects.

#### Target Group:

- O' Levels with a minimum of Pass in English.
- Part-Time learners who are either in employment or unemployed prepared to study in the evenings and/or on weekends.
- Travel and Tourism as well as hospitality staff currently practising who need to enhance their knowledge and qualifications.



**Gaborone  
& Francistown**



**4 Years (BGCSE holders)  
2 Years (Diploma level holders)  
1 Year (Advanced Diploma holders)**



**Full-time (Day/Evening)  
Block Release**





## BUSINESS & INFORMATION RESOURCE MANAGEMENT


### INFORMATION 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 areas of records management. These includes Records supervisors, records officers ,records assistants, administration assistants, documentlists, information officers and library assistants performing records, archives and information management functions.

 **Gaborone & Francistown Campus**

 **2 Years (BGCSE Holders)  
1 Year (Holders of the certificate  
in Records or equivalent)**

 **Full-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 curricula.

**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**

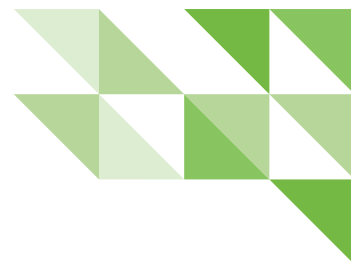
 **4 Years (BGCSE holders)  
2 Year (Diploma level holders)  
1 Year (Advanced Diploma holders)**

 **Full-time (Day/Evening Classes),  
Block Release**





## BUSINESS & INFORMATION RESOURCE MANAGEMENT

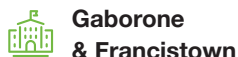


### PROJECT MANAGEMENT PROGRAMMES

#### 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



2 Years



Evening Class

#### BACHELOR OF 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.

**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



4 Years for BGCSE Holders  
2 Years for Diploma Holders



Full-time (Day/  
Evening Classes)

#### 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 Bachelors Degree.



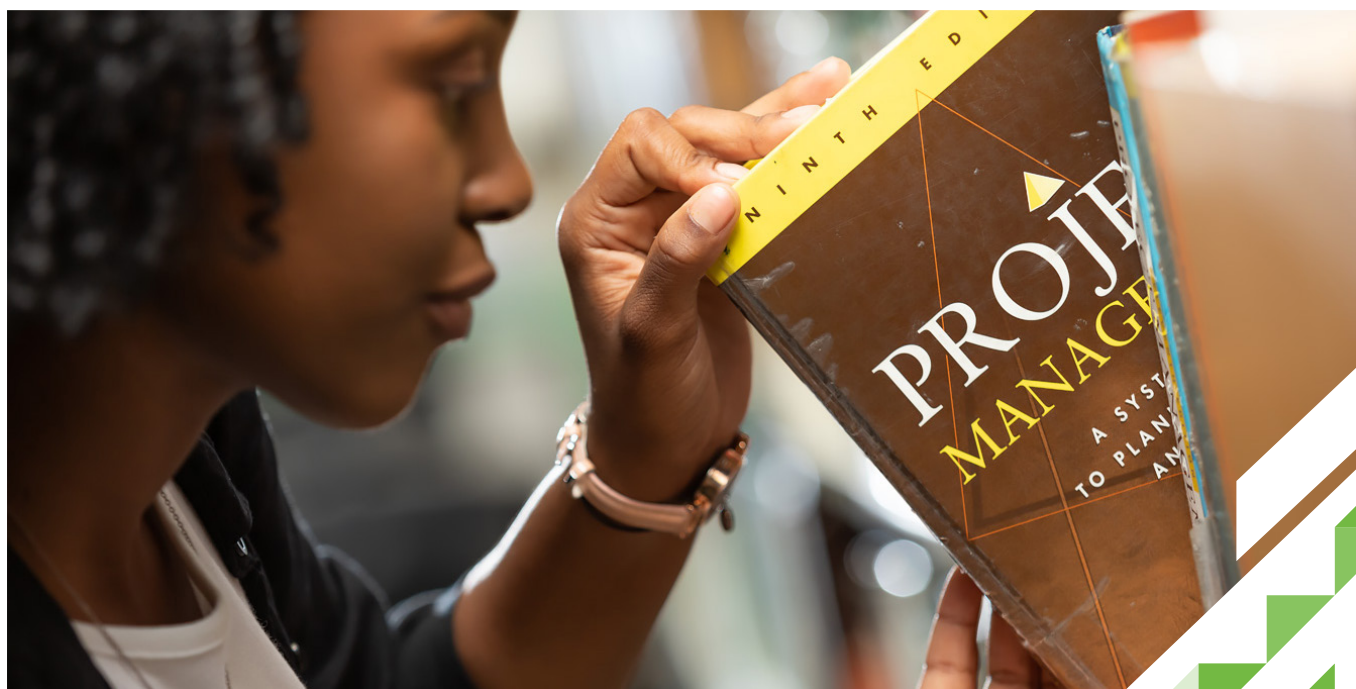
Gaborone  
Campus



18 Months



Block Release  
(4 days, Friday-Monday, every 6 weeks)





## HUMAN RESOURCE & ORGANISATIONAL DEVELOPMENT


### HUMAN RESOURCES 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 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 & Francistown**

 **2 Years (BGCSE Holders)  
1 Year (For Certificate in HRM Holders)**

 **Full-time  
(Day/Evening Classes)**

#### 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.

#### Programme duration & mode of delivery:


The Bachelor of Arts in Human Resource Management is a top-up programme for qualifying participants and will be offered on:

- Full time basis over two (2) years.
- Part-time basis (evening, weekend study, block release) for up to 3 years
- A minimum of three (3) years through distance learning

*The programme will also take up to 3 years for participants who require one (1) year Human resource management training bridging course.*

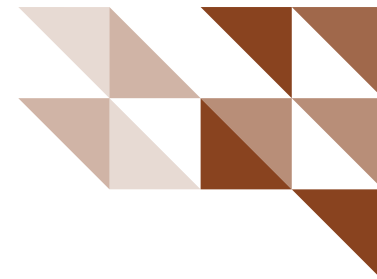
 **Gaborone Campus**

 **2 Years**

 **Full-time (Day/Evening)  
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 of the Certificate 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:

- O'Levels with a pass in English and
- 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



1 year



Full-time (Day/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, Holders of BGCSE  
1 Year, Holders of certificate level



Full-time/  
(Day/Evening Classes)

### OFFICE MANAGEMENT PROGRAMMES

#### BACHELOR OF OFFICE MANAGEMENT (TOP-UP)

The Bachelor of Office Management degree at IDM provides an 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 Management degree Programme will enable secretaries and office managers to efficiently and effectively perform their jobs as well as progress academically and careerwise. Many aspects of modern Organisations 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 demanded 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 Pas, Administration officers Records management officers



Gaborone  
Campus



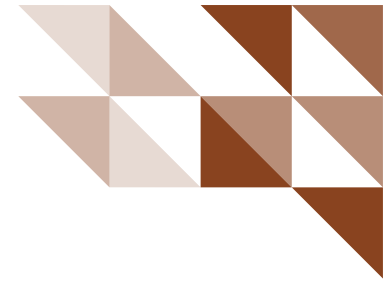
2 years fulltime  
2.5 years for block release



Full-time/evening classes  
Block release



## HUMAN RESOURCE & ORGANISATIONAL DEVELOPMENT



### EDUCATION MANAGEMENT AND ADMINISTRATION PROGRAMMES

#### CERTIFICATE IN VOCATIONAL EDUCATION AND TRAINING

**Course Objective:** The overall aim of the programme is to equip trainers with knowledge, skills and attitudes for training as a requirement for Botswana Qualification Authority (BQA) accreditation.

**Target Group:** Trainers in Vocational training institutes/establishments, training officers / trainers in government training departments, private and parastatal organizations Any other person charged with the responsibility of imparting knowledge and skills to others.

 **Gaborone  
Francistown  
Campus**

 **1 year**

 **Fulltime/evening classes/  
block release**

#### 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 &  
Francistown Campus**


 **2 years**

 **Full-time/evening/  
block release/weekend classes**


#### BACHELOR OF EDUCATION (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**


 **full-time/evening/  
block release/ weekend classes**

#### BA (Hons) EARLY CHILDHOOD STUDIES

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

 **4 years (O'Level / BGCSE Holders)  
2 years (Diploma holders in education)**

 **Full-time & evening classes**



**PUBLIC  
HEALTH**



**PUBLIC HEALTH PROGRAMMES**

**BACHELOR OF PUBLIC HEALTH (BPH)**

**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**

 **4 Years For BGCSE Holders  
3 Years For Diploma Holders**

 **Full-time Only  
Block Release**

**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 Mathematics or an assessed equivalent entry qualification, which may include Recognition of Prior Learning.

 **Gaborone & Francistown**

 **2 Years**

 **Full-time only**





**PUBLIC  
HEALTH**



## COMMUNITY DEVELOPMENT PROGRAMMES

### BACHELOR OF COMMUNITY DEVELOPMENT

**Course Objective:** The Bachelor of Community Development is designed to instil knowledge, skills and attitudes and 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, poverty and community development policy analysts and planners. They will also work with the private sector as coordinators, managers, and programme officers, social and community development workers in Non-Governmental Organizations (NGOs), Community-Based Organizations (CBOs) and Faith-Based Organizations (FBOs) involved in poverty reduction programmes, natural resource and environment management, gender issues, social services delivery, HIV/AIDS control, and food security improvement.

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



**Gaborone  
Francistown**



**4 Years**



**Full-time Only**

### 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  
Campus**



**2 Years**



**Full-time Only**

## 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 analyzing 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 &  
Francistown  
Campus**



**15 Months**



**Block Release  
(Wednesday – Sundays, Every 7 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.



#GrowingGreatMinds







## CONTACT US:

### IDM Admissions

Gaborone Campus  
P. O Box 1357 Gaborone  
Plot 21222, 21254, Mobuto Road, Village

(+267) 361 2100/38/39/69  
[admissions@idmbls.ac.bw](mailto:admissions@idmbls.ac.bw)

### IDM ADMISSIONS

Francistown Campus  
P Bag 244 Francistown  
Plot 6434, Botho Park, Tati River Plots,  
Block 10

(+267) 241 0300/15  
[francistowncampus@idmbls.ac.bw](mailto:francistowncampus@idmbls.ac.bw)

[www.idmbls.com](http://www.idmbls.com)

 Institute of Development Management

 @instituteofDev2

[#GrowingGreatMinds](https://www.instagram.com/instituteofDev2)

