

# GABORONE UNIVERSITY COLLEGE OF LAW AND PROFESSIONAL STUDIES

CERTIFIED INSTITUTION: ISO 9001:2015

## PROGRAMME STRUCTURE

### DELTA CAMPUS

Plot 1283/4, 1st Floor  
Along Old Lobatse Road  
Tel: (+267) 390 1531  
Cell: (+267) 75965611



### MAIN MALL CAMPUS

Plot 169, Queens Road  
Sreeram House  
Tel: (+267) 318 5660  
Cell: (+267) 76230414

### BBS CAMPUS

Plot 13142/3  
Professional House  
Tel: (+267) 391 8420  
Cell: (+267) 76177224



### MMOPANE CAMPUS

Lot 4738 Mmopane  
Tel: (+267) 396 0520  
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### FRANCISTOWN CAMPUS

Plot 903 Tati River Mall  
Tel: (+267) 241 7295  
Cell: (+267) 74736605

### BROADHURST (HQ)

Tel: (+267) 318 5596, Cell: (+267) 724 690 89  
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Lot 6398, Lejara Road, Broadhurst Industrial  
P. O. Box 201095 Gaborone, Botswana  
enquiry@guc.ac.bw | www.guc.ac.bw

### MAUN CAMPUS

Plot 17122  
Sanyedi Ward, Maun  
Tel: (+267) 686 1202  
Cell: (+267) 77162620



Admission Link:  
[admissions.guc.ac.bw:8081](https://admissions.guc.ac.bw:8081)

### Programmes Offered:

MASTERS | DEGREE | DIPLOMA | CERTIFICATE | SHORT COURSES

MODE OF STUDY: FULL-TIME AND BLENDED LEARNING

2025/03NOV



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**GRADUATE STUDIES DEPARTMENT**
**EXECUTIVE MASTER OF BUSINESS ADMINISTRATION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 1: SEMESTER 1				2 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P48,000.00	Final Exam Fee: P800.00 per subject
EMBA 111	Entrepreneurship	8	10				
EMBA 112	Marketing Management	9	12				
EMBA 113	Human Resource Management	8	12				
EMBA 114	Managerial Economics	9	12				
EMBA 115	International Business Environment	9	12				
YEAR 1: SEMESTER 2							
EMBA 121	Research Methods	9	15				
EMBA 122	Management Information Systems	9	15				
EMBA 123	Financial & Management Accounting	9	15				
EMBA 124	Operations Management	9	15				
YEAR 2: SEMESTER 1							
EMBA 211	Corporate Governance & Leadership	9	12				
EMBA 212	Change Management	9	12				
EMBA 213	International Management & Trade Policy	9	15				
EMBA 214	Strategic Management	9	12				
EMBA 215	Financial Management & Policy	9	15				
YEAR 2: SEMESTER 2							
EMBA 221	Dissertation	9	80				

**MASTER IN BUSINESS ADMINISTRATION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
	<b><u>YEAR 1: SEMESTER 1</u></b>			2 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P48,000.00	Final Exam Fee: P800.00 per subject
MBA 111	Human Resources Development	8	15				
MBA 112	Strategic Marketing Management	8	15				
MBA 113	Information & Knowledge Management	8	15				
MBA 114	Operations Management	8	15				
	<b><u>YEAR 1: SEMESTER 2</u></b>	9	20				
MBA 121	Financial Management	9	20				
MBA 122	Managerial Economics	9	20				
MBA 123	Strategic Management						
	<b><u>YEAR 2: SEMESTER 1</u></b>	9	20				
MBA 211	Research Methods	9	20				
MBA 212	Quantitative Methods						
	<b><u>Elective (Choose 1)</u></b>	9	20				
MBA 213	Project Management	9	20				
MBA 214	Entrepreneurship	9	20				
MBA 215	Leadership	9	20				
MBA 216	Supply Chain Management	9	20				
MBA 217	Change Management						
	<b><u>YEAR 2: SEMESTER 2</u></b>	9	80				
MBA 221	Dissertation						

**MASTER OF COMMERCE IN STRATEGIC MARKETING**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 1: SEMESTER 1							
MCSM 111	Management Information System	8	15	2 Years	Application Handling	P48,000.00	Final Exam Fee: P800.00 per subject
MCSM 112	Integrated Marketing Communications	8	15		Fee: P400.00		
MCSM 113	Consumer Behaviour	8	15		(Non-Refundable)		
MCSM 114	Digital Marketing Strategy	8	15				
YEAR 1: SEMESTER 2 (2 CORE + 1 ELECTIVE)					Deposit: P2,000.00		
MCSM 121	International Marketing Strategy	9	15				
MCSM 122	Research Methods	9	30		Instalments: P2,000.00		
Select One Module from Electives					per month		
		9	15				

**CONTINUED**



**MASTER OF COMMERCE IN STRATEGIC MARKETING**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES			
	<b><u>YEAR 2: SEMESTER 1 (3 CORE + 1 ELECTIVE)</u></b>									
MCSM 211	Corporate Governance & Ethics	9	15	2 Years	Application Handling Fee: P400.00 (Non-Refundable)	P48,000.00	Final Exam Fee: P800.00 per subject			
MCSM 212	Relationship Marketing Strategy	9	15							
MCSM 213	Marketing Strategy	9	15							
	<b>Select One Module from Electives</b>	9	15							
	<b><u>YEAR 2: SEMESTER 2</u></b>									
MSCM 221	Dissertation	9	60							
	<b>Electives (Choose 1 in Year 1: Semester 2 and Year 2: Semester 1)</b>									
MSCM 222	Retail Marketing Strategy	9	15							
MSCM 223	Advanced Service Marketing	9	15							
MSCM 224	Logistics & Supply Chain Management	9	15							
MSCM 225	Tourism & Hospitality Marketing	9	15							
MSCM 226	Agribusiness Marketing	9	15							
MSCM 227	Mineral Marketing	9	15					Instalments: P2,000.00 per month		

**MASTER OF EDUCATION IN EARLY CHILDHOOD DEVELOPMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
<b><u>YEAR 1: SEMESTER 1 (4 CORE MODULES)</u></b>											
MECD 6111	Foundation of Education (Philosophy, Sociology & Psychology of Education	8	10	2 Years	Application Handling Fee: P400.00 (Non-Refundable)	P48,000.00	Final Exam Fee: P800.00 per subject				
MECD 6112	Theories of Human Development & Application	9	15								
MECD 6113	Curricular Models & Approaches in Early Childhood Education	9	15								
MECD 6114	Advanced Research Methods	9	20								
<b><u>YEAR 1: SEMESTER 2 (3 CORE &amp; 1 ELECTIVE)</u></b>											
MECD 6121	Language, Literacy & Numeracy in ECD	8	10								
MECD 6122	Classroom Based Observations & Assessment of Young Children	9	15								
MECD 6123	Child Development & Instructional Strategies in ECE	9	15								
<b><u>Electives (Choose 1)</u></b>											
MECD 6124	Leadership in ECE	9	10								
MECD 6125	Family & Diverse Society	9	10								
MECD 6126	Seminar in Early Childhood Special Education	9	10								
<b><u>YEAR 2: SEMESTER 1 (3 CORE &amp; 1 ELECTIVE)</u></b>											
MECD 6211	Management & Administration of ECE programs	9	15	2 Years	Instalments: P2,000.00 per month	P48,000.00	Final Exam Fee: P800.00 per subject				
MECD 6212	Creative Arts in ECE	9	15								
<b><u>Electives (Choose 1)</u></b>											
MECD 6213	Quantitative Data Analysis	9	14								
MECD 6214	Qualitative Research Methods	9	14								
MECD 6215	Action Research in Education	9	14								
MECD 6216	Dissertation	9	40								
<b><u>YEAR 2: SEMESTER 2 (3 CORE MODULES)</u></b>											
MECD 6216	Dissertation Continues	9	40								
MECD 6222	Contemporary Issues in Early Childhood	9	15								
MECD 6223	Science & Social Science Curriculum in ECE	9	15								

**MASTER OF EDUCATION IN EDUCATIONAL LEADERSHIP AND MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 1: SEMESTER 1 (4 CORE MODULES)</b>							
ELC 1101	Educational Leadership & Curriculum Development	9	12	2 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P48,000.00	Final Exam Fee: P800.00 per subject
ATC 1102	Advanced Educational Technology	8	12				
SMC 1103	Strategic Management in Education	7	12				
BEC 1104	Botswana Education Policy and Law	8	12				
ERC 1105	Educational Research	8	12				

**CONTINUED**



**MASTER OF EDUCATION IN EDUCATIONAL LEADERSHIP AND MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES						
YEAR 1: SEMESTER 2 (4 CORE)													
SAC 1205	School Administration, Supervision & Instruction	8	12	2 Years	Application Handling Fee: P400.00 (Non-Refundable)	P48,000.00	Final Exam Fee: P800.00 per subject						
ECC 1206	Educational Cost and Financial Analysis	9	12										
HRC 1207	Human Resources Administration in Education	9	12										
RPC 1208	Research Proposal	9	36										
YEAR 2: SEMESTER 1 (2 CORE & 1 ELECTIVE)													
ESC 2309	Education Society and Community Relations	9	12		2 Years			Deposit: P2,000.00	P48,000.00	Final Exam Fee: P800.00 per subject			
QMC 2310	Quality Management in Education	9	12										
Electives (Choose 1)													
DME 2311	Decision Making in Secondary & Tertiary Institutions	9	12					Instalments: P2,000.00 per month			P48,000.00	Final Exam Fee: P800.00 per subject	
ERE 2312	Education Reforms & Curriculum Development	9	12										
LME 2313	Leadership and Management in Education	9	12										
YEAR 2: SEMESTER 2 (1 CORE)													
DIC 2414	Dissertation	9	80										

**MASTERS OF EDUCATION IN HIGHER EDUCATION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 1: SEMESTER 1							
MEDHE 111	Integrated Foundations of Education	9	20	2 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P48,000.00	Final Exam Fee: P800.00 per subject
MEDHE 112	Academic Writing	9	20				
MEDHE 113	Educational Technology and e-Learning	9	20				
Electives (Choose 1)							
MEDHE 114	Quality Frameworks in Higher Education	9	10				
MEDHE 115	Globalisation in Higher Education	9	10				
YEAR 1: SEMESTER 2							
MEDHE 121	Curriculum Design and Development	9	20				
MEDHE 122	Learning, Teaching and Assessment	9	20				
MEDHE 123	Assessment and Moderation in Outcomes-based Education	9	20				
Electives (Choose 1)							
MEDHE 124	Contemporary Issues in Higher Education	9	10				
MEDHE 125	Governance & Management in Higher Education	9	10				
YEAR 2: SEMESTER 1							
MEDHE 211	Professional Academic in Action	9	20	2 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P48,000.00	Final Exam Fee: P800.00 per subject
MEDHE 212	Research in Higher Education	9	20				
Electives (Choose 1)							
MEDHE 213	Organizational Development	9	10				
MEDHE 214	Special Needs Education	9	10				
YEAR 2: SEMESTER 2							
MEDHE 221	Dissertation	9	60				

**MASTER OF EDUCATION IN RESEARCH AND EVALUATION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES			
YEAR 1: SEMESTER 1										
MEDRE 111	Integrated Foundations of Education	9	20	2 Years	Application Handling Fee: P400.00 (Non-Refundable)	P48,000.00	Final Exam Fee: P800.00 per subject			
MEDRE 112	Educational Research I	9	20							
MEDRE 113	Statistical Methods I	9	20							
YEAR 1: SEMESTER 2										
MEDRE 121	Educational Research II(Research Proposal)	9	20		Deposit: P2,000.00					
MEDRE 122	Statistical Methods II	9	20		Instalments: P2,000.00 per month					
MEDRE 123	Introduction to Educational Evaluation (Measurements, Assessment & Evaluation)	9	20							

**CONTINUED**



**MASTER OF EDUCATION IN RESEARCH AND EVALUATION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 2: SEMESTER 1							
MEDRE 211	Constructing Achievement and Ability Tests	9	20	2 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P48,000.00	Final Exam Fee: P800.00 per subject
Electives (Choose 2)							
MEDRE 212	Construction Questionnaires & Conducting Survey	9	20				
MEDRE 213	Qualitative Research Methods	9	20				
MEDRE 214	Data Analysis Using Computer Packages	9	20				
MEDRE 215	Experimental Design	9	20				
MEDRE 216	Issues in Qualitative Research (Contemporary Issues in Educational Research & Evaluation-Seminar)	9	20				
MEDRE 217	Criterion Referenced Testing	9	20				
MEDRE 218	Statistical Methods III	9	20				
MEDRE 219	Qualitative Data Analysis	9	20				
YEAR 2: SEMESTER 2							
MEDRE 221	Dissertation	9	80				

**MASTER OF SCIENCE IN OCCUPATIONAL HEALTH AND SAFETY**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES			
<b><u>YEAR 1: SEMESTER 1</u></b>										
MOHS 111	Project Management	8	10	2 Years	Application Handling Fee: P400.00 (Non-Refundable)	P48,000.00	Final Exam Fee: P800.00 per subject			
MOHS 112	Monitoring and Evaluation	8	10							
MOHS 113	Management essentials for health and safety	9	10							
MOHS 114	Research Methods	9	15							
MOHS 115	Biostatistics	9	15							
<b><u>YEAR 1: SEMESTER 2</u></b>										
MOHS 121	Principles of Environmental Health	9	10							
MOHS 122	Advanced Occupational Hygiene	9	10							
MOHS 123	Occupational Psychology	9	10							
MOHS 124	SHEQ Management Systems	9	10							
MOHS 125	Occupational Epidemiology	9	20							
<b><u>YEAR 2: SEMESTER 1</u></b>										
MOHS 211	Industrial Toxicology	9	10		Deposit: P2,000.00					
MOHS 212	Industrial Safety Communication	9	10							
MOHS 213	Risk Management Systems	9	10		Instalments: P2,000.00 per month					
MOHS 214	Human factors and Ergonomics	9	10							
MOHS 215	Dissertation 1	9	20							
<b><u>YEAR 2: SEMESTER 2</u></b>										
<b><u>Electives (Choose 2)</u></b>										
MOHS 221	Leadership & Organizational Change	9	10							
MOHS 222	Trainer of trainers (Program design)	9	10							
MOHS 223	Safety Engineering	9	10							
MOHS 224	Health Information Management Systems	9	10							
MOHS 225	Internship <b>(Core)</b>	9	30							
MOHS 226	Dissertation continues..... <b>(Core)</b>	9	30							

**POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 1: SEMESTER 1</b>							
PGDB 111	Human Resource Development	8	15	1 Year	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P24,000.00	Final Exam Fee: P800.00 per subject
PGDB 112	Organizational Behaviour	8	15				
PGDB 113	Marketing Management	8	15				
PGDB 114	Accounting and Financial Management	8	15				

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**POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
	<b>YEAR 1: SEMESTER 2 (3 CORE + 1 ELECTIVE)</b>						
PGDB 121	Knowledge and Information Management	8	15	1 Year	Application Handling	P24,000.00	Final Exam Fee: P800.00 per subject
PGDB 122	Operations Management	8	15		Fee: P400.00 (Non-Refundable)		
PGDB 123	Strategic Management	8	15				
	<b>Electives (Choose 1)</b>				Deposit: P2,000.00		
PGDB 124	Entrepreneurship	8	15				
PGDB 125	Project Management	8	15				
PGDB 126	Managerial Economics	8	15		Instalments: P2,000.00 per month		
PGDB 127	Business Ethics	8	15				

**POST GRADUATE DIPLOMA IN EDUCATION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
	<b>YEAR 1: SEMESTER 1</b>						
PGDE 111	School Management	8	10	1 Year	Application Handling	P18,000.00	Final Exam Fee: P750.00 per subject
PGDE 112	Curriculum and Instruction	8	10		Fee: P400.00 (Non-Refundable)		
PGDE 113	Educational Psychology	8	10				
PGDE 114	Measurement and Testing	8	10		Deposit: P1,500.00		
PGDE 115	Introduction to Teaching-Theory (Subject of specialization)	8	10				
	<b>YEAR 1: SEMESTER 2</b>				Instalments: P1,500.00 per month		
PGDE 121	Guidance and Counselling	8	10				
PGDE 122	Special Education	8	10				
PGDE 123	Contemporary Issues in Education	8	10				
PGDE 124	Planning & Producing Instructional Materials	8	10				
PGDE 125	Introduction to Teaching-Practice (Subject of specialization)	8	10				
PGDE 126	Teaching Practice and Action Research	8	20				

**POST GRADUATE DIPLOMA IN HIGHER EDUCATION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
	<b>YEAR 1: SEMESTER 1</b>						
EFF 111	Educational Foundations	8	20	1 Year	Application Handling	P24,000.00	Final Exam Fee: P800.00 per subject
PAH 112	Pedagogics & Andragogics in Higher Education	8	20		Fee: P400.00 (Non-Refundable)		
OBF 113	Outcome-based Assessment	9	10				
CDC 114	Curriculum Design, Development and Review	8	10		Deposit: P2,000.00		
	<b>YEAR 1: SEMESTER 2</b>				Instalments: P2,000.00 per month		
ITC 125	Integrating Technology into Curriculum	8	10				
RMC 126	Research Methods	8	20				
TPC 127	Teaching Practicum	8	20				
	<b>Electives (Choose 1)</b>						
USE 128	Understanding Student Diversity in Higher Education	8	10				
LME 129	Leadership & Management in Higher Education	8	10				
CPE 120	Context and Policy in Higher Education	8	10				

**POST GRADUATE DIPLOMA IN PROJECT MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
	<b>YEAR 1: SEMESTER 1</b>						
PDPM 111	Principles of Project Management	8	12				
PDPM 112	Project Scope and Time Management	8	15				
PDPM 113	Project Communication & Risk Management	8	10				
PDPM 114	Research Methodology 1						
	<b>Electives (Choose 1)</b>						
PDPM 115	Supply Chain Management	8	15				
PDPM 116	Project Management Leadership	8	15				
PDPM 117	Organizational Behaviour	8	15				
PDPM 118	Human Resources Management						

**CONTINUED**



**POST GRADUATE DIPLOMA IN PROJECT MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
PDPM 121	<b>YEAR 1: SEMESTER 2</b> Project Resource Management	8	15	1 Year	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P24,000.00	Final Exam Fee: P800.00 per subject
PDPM 122	<b>Pre-requisites:</b> - Principles of Project Management - Project Scope and Time Management Project Financial Management	8	15				
PDPM 123	<b>Pre-requisites:</b> - Principles of Project Management Project Quality Management	8	15				
PDPM 124	<b>Pre-requisites:</b> - Principles of Project Management - Project Communication & Risk Management - Project Scope and Time Management Project Applied Technology	8	15				
PDPM 125	<b>Pre-requisites:</b> - Principles of Project Management - Project Scope and Time Management Research Methodology 2	8	10				
	<b>Pre-requisites:</b> - Research Methodology 1						

**POST GRADUATE DIPLOMA IN TAXATION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
PGDT 111	<b>YEAR 1: SEMESTER 1</b> Financial Accounting and Reporting I	7	20	1 Year	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P24,000.00	Final Exam Fee: P800.00 per subject
PGDT 112	Principles of Taxation	8	20				
PGDT 113	Principles of Tax Audits	8	20				
PGDT 121	<b>YEAR 1: SEMESTER 2</b> Financial Accounting and Reporting II	8	20				
PGDT 122	Advanced Taxation	8	20				
PGDT 123	Tax Audits & Investigation	8	20				

**POST GRADUATE CERTIFICATE IN ENTERPRISE RISK MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
PGCERM 111	<b>YEAR 1: SEMESTER 1</b> Principles of Risk and Risk Management.	7	12	1 Year	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P1,500.00  Instalments: P1,500.00 per month	P18,000.00	Final Exam Fee: P750.00 per subject
PGCERM 112	Practice of Risk Management	8	10				
PGCERM 113	Risk Assessment	8	10				
PGCERM 121	<b>YEAR 1: SEMESTER 2</b> Risk Treatment	8	8				
PGCERM 122	Risk, Governance and Culture	8	10				
PGCERM 123	Risk Resilience, Future Risks, and Crisis Management	8	10				

**POST GRADUATE CERTIFICATE IN MONITORING AND EVALUATION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
PGCME 111	Fundamentals of Monitoring and Evaluation	7	10	1 Year	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P1,500.00  Instalments: P1,500.00 per month	P18,000.00	Final Exam Fee: P750.00 per subject
PGCME 112	Designing Monitoring Systems	8	15				
PGCME 113	Research and Evaluation Methods	8	15				
PGCME 114	Monitoring and Evaluation Reporting	8	20				



**POST GRADUATE CERTIFICATE IN CURRICULUM DESIGN AND DEVELOPMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES			
YEAR 1: SEMESTER 1										
PGCC 111	Curriculum Concepts, Nature & Purposes	7	7	1 Year	Application Handling Fee: P400.00 (Non-Refundable)	P18,000.00	Final Exam Fee: P750.00 per subject			
PGCC 112	Curriculum Development Theories, Models & Type	8	8							
YEAR 1: SEMESTER 2										
PGCC 121	Principles of Curriculum Development	7	7		Deposit: P1,500.00					
PGCC 122	Design in Curriculum Development	7	8							
PGCC 123	Curriculum Development Process	9	12		Instalments: P1,500.00 per month					
PGCC 124	Quality Assurance in Curriculum Development	8	8							
Electives (Choose 2)										
PGCC 125	Issues, Concerns & Policies on Curriculum Development	8	8							
PGCC 126	Formulation Aims, Goals and Objectives	8	8							

**POST GRADUATE CERTIFICATE IN QUALITY ASSURANCE IN EDUCATION - PGCQAE**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES			
YEAR 1: SEMESTER 1										
PGCQAE 111	Higher Education in a Global World: The Context of Quality Assurance.	8	20	1 Year	Application Handling Fee: P400.00 (Non-Refundable)	P18,000.00	Final Exam Fee: P750.00 per subject			
PGCQAE 112	External and Internal Quality Assurance ( <i>External Quality Assurance</i> )	8	20		Deposit: P1,500.00					
YEAR 1: SEMESTER 2										
PGCQAE 121	Operating an External Quality Agency	8	20		Instalments: P1,500.00 per month					
PGCQAE 122	Maintaining the Quality within the Institution	8	20							

**LAW DEPARTMENT**
**BACHELOR OF LAW LLB (HONS) - (AWARDED BY LEEDS BECKETT UNIVERSITY)**

ENTRY REQUIREMENTS: 2 Passes at 'A' Level or NCQF Level 6 Diploma		CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES	
MODULE							
<u>YEAR 1: LEVEL 4 SEMESTER 1</u>							
English Legal System (Core)	15	3 Years			P90,000.00	Final Exam Fee: P9,000.00 per semester	
Contract Law (Core)	30						
Criminal Law (Core)	30						
Public Law (Core)	30						
<u>YEAR 1: LEVEL 4 SEMESTER 2</u>							
Legal and Employability Skills (Core)	15			Application Handling Fee: P400.00 (Non-Refundable)			
Contract Law (Core)	30						
Criminal Law (Core)	30						
Public Law (Core)	30						
<u>YEAR 2: LEVEL 5 SEMESTER 1</u>							
Property Law (or recommended) or Elective	15			Deposit: P2,500.00			
Tort Law (or recommended) or Elective	15						
Elective (other)	15			Instalments: P2,500.00 per month			
Elective (other)	15						
<u>YEAR 2: LEVEL 5 SEMESTER 2</u>							
Property Law (or recommended) or Elective	15						
Tort Law (or recommended) or Elective	15						
Elective (other)	15						
Elective (other)	15						

**Level 5 Indicative Electives:**

- Property Law
- Tort Law
- International Trade Law 20 Credits
- Family Law
- Legal Tech
- Advocacy
- Child Law
- Commercial Law 20 Credits
- Client Care Skills
- Construction Law
- Medical Law
- Perspectives on Law and Society

**CONTINUED**



**BACHELOR OF LAW LLB (HONS) - (AWARDED BY LEEDS BECKETT UNIVERSITY)**

ENTRY REQUIREMENTS: 2 Passes at 'A' Level or NCQF Level 6 Diploma	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 3: LEVEL 6 SEMESTER 1</b> Equity and Trusts (Recommended Elective) or Elective Elective (other)	20 20 20				
<b>YEAR 3: LEVEL 6 SEMESTER 2</b> European Law and Retained EU Law (Recommended Elective) or Elective Elective (other)	20 20 20				

**Level 6 Indicative Electives:**

- Equity and Trusts
- European Law and Retained EU Law
- Alternative Dispute Resolution
- Company Law
- Company Law Extended (40 credit module)
- Competition Law
- Crime Morality and Law
- Criminal Evidence
- Dissertation (40 credit module)
- Employment Law
- Employment Law Extended (40 credit module)
- Intellectual Property Law
- International Human Rights Law
- Law Clinic
- Mental Health Law and Policy
- Media and Entertainment Law
- Placement (Day Release)
- Placement (Summer) (studied during the summer between level 5 and 6)
- Placement Year Long) (studied between levels 5 and 6, sandwich year placement)
- UK Anti-Terrorism Law.

**BACHELOR OF ARTS IN CRIMINOLOGY AND SECURITY MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
<b><u>YEAR 1: SEMESTER 1</u></b>											
BACS111	Computing and Information Skills	5	12	4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P96,000.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P800.00 per subject				
BACS112	English Communication For Law	5	12								
BACS113	Entrepreneurship	6	12								
BACS114	Fundamentals of Psychology	6	12								
BACS115	Introduction to Law	5	12								
<b><u>YEAR 1: SEMESTER 2</u></b>											
BACS121	Criminal Law	6	12								
BACS122	Criminal Procedure	6	12								
BACS123	Human Rights Law	6	12								
BACS124	Introduction to Criminology	6	12								
BACS125	Introduction to Statistics	6	12								
<b><u>YEAR 2: SEMESTER 1</u></b>											
BACS211	Crime Investigation and Intelligence	7	12								
BACS212	International Security	7	12								
BACS213	Introduction to Security Operations Management	7	12								
BACS214	Legal & Ethical Issues in Security Management	7	12								
BACS215	White Collar and Corporate Crimes	7	12								
<b><u>YEAR 2: SEMESTER 2</u></b>											
BACS221	Human Trafficking	7	12								
BACS222	Environmental Security	7	12								
BACS223	Narcotics and Substance Abuse	7	12								
BACS224	Security and Emergency Services	7	12								
BACS225	Security Risk Management	7	12								
<b><u>YEAR 3: SEMESTER 1</u></b>											
BACS311	Crime Scene and Evidence Management	7	12								
BACS312	Cyber Crime Protection and Security	7	12								
BACS313	Intelligence Gathering an Analysis	7	12								
BACS314	Security Management Systems & Technology	7	12								
<b><u>YEAR 3: SEMESTER 2</u></b>											
BACS321	Applied Crime Mapping	7	12								
BACS322	Crime Prevention Strategies	7	12								
BACS323	Security Administration	7	12								
BACS324	Social Research Methods	7	12								
BACS325	Statutory Interpretation and Legal Drafting	7	12								

**CONTINUED**



## BACHELOR OF ARTS IN LAW AND PUBLIC ADMINISTRATION

## GUC PROGRAMME STRUCTURE



**BACHELOR OF ARTS IN PUBLIC ADMINISTRATION AND MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES														
<b><u>YEAR 1: SEMESTER 1</u></b>																					
PABA111	Introduction to Information System	5	10	4 Years	Application Handling Fee: P400.00 (Non-Refundable)	P86,400.00	Mid Semester Fee: P100.00 per subject														
PABA112	Introduction to Communication Skills	5	10																		
PABA113	Microeconomics	5	10																		
PABA114	Principles of management	5	10																		
PABA115	Introduction to Public Administration	5	10																		
PABA116	Introduction to Sociology	5	10																		
<b><u>YEAR 1: SEMESTER 2</u></b>																					
PABA121	Macro Economics	6	15					Deposit: P1,800.00	Instalments: P1,800.00 per month	Final Exam Fee: P800.00 per subject											
PABA122	Business Management	6	15																		
PABA123	Organizational Behavior	6	15																		
PABA124	Project Management	6	15																		
PABA125	Human Resources Management	6	15																		
<b><u>YEAR 2: SEMESTER 1</u></b>																					
PABA 211	Legal Aspects of Public Administration	6	15								Deposit: P1,800.00	Instalments: P1,800.00 per month	Final Exam Fee: P800.00 per subject								
PABA 212	Public Administration	7	15																		
PABA 213	Public Finance	7	15																		
PABA 214	Administrative Law	7	15																		
PABA 215	Environmental Management & Sustainable Development	7	15																		
<b><u>YEAR 2: SEMESTER 2</u></b>																					
PABA 221	Public Sector Management	7	15		Deposit: P1,800.00		Instalments: P1,800.00 per month							Final Exam Fee: P800.00 per subject							
PABA 222	Decentralization and Development	7	15																		
PABA 223	Political Science	7	15																		
<b><u>Electives (Choose 1)</u></b>																					
PABA 224	International Organization	7	15												Deposit: P1,800.00	Instalments: P1,800.00 per month	Final Exam Fee: P800.00 per subject				
PABA 225	Regional Planning and Development	7	15																		
PABA 226	Peace Maintenance and Conflict Resolution	7	15																		
<b><u>YEAR 3: SEMESTER 1</u></b>																					
PABA 311	Poverty and Development Strategies	7	15					Deposit: P1,800.00	Instalments: P1,800.00 per month	Final Exam Fee: P800.00 per subject											
PABA 312	Gender and Development	7	15																		
PABA 313	Public Infrastructure Planning & Management	7	15																		
<b><u>Electives (Choose 1)</u></b>																					
PABA 314	Human Resource Development	7	15															Deposit: P1,800.00	Instalments: P1,800.00 per month	Final Exam Fee: P800.00 per subject	
PABA 315	Strategic Management	7	15																		
PABA 316	Community Development	7	15																		
<b><u>YEAR 3: SEMESTER 2</u></b>																					
PABA 321	Human Rights and Administration	7	15								Deposit: P1,800.00	Instalments: P1,800.00 per month	Final Exam Fee: P800.00 per subject								
PABA 322	Public Relations	7	15																		
PABA 323	Research Methodology	7	30																		
<b><u>YEAR 4 SEMESTER 1</u></b>																					
PABA 411	Public Research Project	7	30		Deposit: P1,800.00		Instalments: P1,800.00 per month							Final Exam Fee: P800.00 per subject							
PABA 412	Corporate Governance	7	15																		
<b><u>Electives (Choose 1)</u></b>																					
PABA 413	International Relations	7	15												Deposit: P1,800.00	Instalments: P1,800.00 per month	Final Exam Fee: P800.00 per subject				
PABA 414	Public Policy Management	7	15																		
PABA 415	Public Finance Management	7	15																		
<b><u>YEAR 4 SEMESTER 2</u></b>																					
PABA 421	Industrial Attachment	7	45					Deposit: P1,800.00	Instalments: P1,800.00 per month	Final Exam Fee: P800.00 per subject											



**BACHELOR OF BUSINESS ADMINISTRATION IN SECURITY MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b><u>YEAR 1: SEMESTER 1</u></b>				4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P1,800.00  Instalments: P1,800.00 per month	P86,400.00	Mid Semester Fee: P100.00 per subject   <



**DIPLOMA IN PUBLIC ADMINISTRATION AND MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES					
YEAR 1: SEMESTER 1												
IICT 101	Introduction to Computer Applications	5	12	2 Years	Registration Fee: P150.00 (Non-Refundable)	P26,400.00	Mid Semester Fee: P100.00 per subject					
	(International Computer Driving Licence)	5	12									
AWSK 101	Communication and Academic Writing Skills	5	12									
DPAM 113	Introduction to Records & Information Management	6	12									
DPAM 114	Research Methods & Proposal	6	12									
DPAM 115	Occupational Health and Safety	6	12									
DPAM 116	Project Management	6	12									
YEAR 2: SEMESTER 1												
DPAM 121	Introduction to Public Administration	6	12					Deposit: P1,100.00	Instalments: P1,100.00 per month	Final Exam Fee: P650.00 per subject		
BMGT 101	Introduction to Principles of Management	6	12									
BSTS 101	Introduction to Business Statistics	6	12									
DPAM 124	Office Management	5	12									
DPAM 125	Legal Aspects of Public Administration	6	12									
YEAR 2: SEMESTER 1												
MECO 101	Introduction to Economics (Micro Economics )	6	12		Deposit: P1,100.00		Instalments: P1,100.00 per month				Final Exam Fee: P650.00 per subject	
BHRM 102	Introduction to Human Resource Management	6	12									
DPAM 213	Organisational Behaviour	6	12									
DPAM 214	Public Sector Reforms	6	12									
DPAM 215	Local Government and Administration	6	12									
YEAR 2: SEMESTER 2												
DPAM 221	Public Finance & Budgeting	6	12									
MAEC 102	Macro Economics	6	12									
DPAM 223	Public Administration in Botswana	6	12									
DPAM 224	Performance Management	6	12									

**DIPLOMA IN COURT ADMINISTRATION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
YEAR 1: SEMESTER 1											
ICT 101	Computing & Information Skills	5	12	2 Years	Application Handling Fee: P150.00 (Non-Refundable)	P26,400.00	Mid Semester Fee: P100.00 per subject				
ITL 101	Introduction to Law	5	12								
ECL 102	English Communication for Law	6	12								
FOA 103	Fundamental of Accounting	5	12								
FLR 105	Foundation of Legal Research	5	14								
YEAR 1: SEMESTER 2											
BHRM102	Human Resource Management	6	12								
CCA 106	Customer Care	6	15								
CEC 107	Civil Procedure, Evidence, & Case Flow Management	6	12								
RMM108	Records Management	6	15								
AEA 109	Administration of Estates	6	12								
YEAR 2: SEMESTER 1											
HRL 201	Human Rights Law	7	15								
FLL 202	Family Law	7	12								
ALA 203	Administrative Law	6	15								
CLL 204	Constitutional Law	6	12								
IPA 104	Introduction to Public Administration	7	12								
CPL 203	Criminal Procedure	6	15								
YEAR 2: SEMESTER 2											
IAA 206	Industrial Attachment	6	60								



**DIPLOMA IN CRIMINOLOGY**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b><u>YEAR 1: SEMESTER 1</u></b>				3 Years	Application Handling Fee: P150.00 (Non-Refundable)  Deposit: P700.00  Instalments: P700.00 per month *For 1st Year  Instalments: P1,100.00 per month *For 2nd & 3rd Year	P34,800.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P650.00 per subject
DCR 111	English Communication For Law	5	10				
DCR 112	Computing and Information Skills	5	10				
DCR 113	Introduction to Law	5	10				
DCR 115	Introduction to Criminal Law	5	10				
<b><u>YEAR 1: SEMESTER 2</u></b>							
DCR 114	Crime and Policing	5	10				
DCR 116	Introduction to Criminology	6	20				
DCR 117	Criminal Procedure	6	20				
DCR 118	Law of Evidence	6	20				
<b><u>YEAR 2: SEMESTER 1</u></b>							
DCR 211	Sociology of Criminality	6	20				
DCR 212	Criminal Law: Specific Crimes	6	20				
DCR 213	Criminology and Victimology	6	20				
DCR 214	Environmental Criminology	6	20				
<b><u>YEAR 2: SEMESTER 2</u></b>							
DCR 215	Human Rights and The Law	6	20				
DCR 216	Crime Prevention and Control	6	20				
DCR 217	Penology	7	20				
DCR 218	Forensics	7	20				
<b><u>YEAR 3: SEMESTER 1</u></b>							
DCR 311	Risk Management	6	20				
DCR 312	Security Management	6	20				
DCR 313	International Criminal Law	6	20				
<b><u>YEAR 3: SEMESTER 2</u></b>							
DCR 314	Legal Research	6	30				

**DIPLOMA IN LABOUR LAW**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
YEAR 1: SEMESTER 1											
IICT 101	Information Technology	6	12	2 Years	Application Handling Fee: P150.00 (Non-Refundable)  Deposit: P1,100.00  Instalments: P1,100.00 per month	P26,400.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P650.00 per subject				
ITL 101	Introduction to Law	5	12								
ILD 106	Labour Law I (Individual Labour Law)	5	12								
ECL 102	Communication and Study Skills	5	12								
ADR 205	Alternative Dispute Resolution	6	12								
LPC 102	Labour Practice and The Courts	6	12								
YEAR 1: SEMESTER 2											
ILD 107	Labour Law II (Collective Labour Law)	6	12								
CNL 105	Administrative Law	6	12								
ISS 303	Constitutional Law	6	12								
IIL 108	Introduction to Labour Social Security Law	5	12								
ELL 109	Law of Obligation I	6	12								
	Employment Law I	5	12								
YEAR 2: SEMESTER 1											
EEL 201	Employment Law II	6	12								
OSL 202	Occupational Health & Safety Law	6	12								
LOB 204	Law of Obligation II	6	12								
LRP 304	Legal Research Skills	6	12								
RLL 203	Introduction to International Labour Law	6	16								
YEAR 2: SEMESTER 2											
INN 301	Internship	6	28								
REE 302	Research Essay	6	16								



**DIPLOMA IN LAW**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
YEAR 1: SEMESTER 1											
ICT 101	Introduction To Information Technology	5	10	3 Years	Application Handling Fee: P150.00 (Non-Refundable)	P34,800.00	Mid Semester Fee: P100.00 per subject				
ITL 101	Introduction To Law	5	10								
FLD 103	Family Law	5	15								
CLD 104	English Communication for Law	5	15								
CNL 105	Constitutional & Administrative Law	6	15								
YEAR 1: SEMESTER 2											
LLD 106	Labour Law	6	15								
ALD 107	Interpretation of Statutes	5	10								
ICL 108	Introduction To Criminal Law	5	10								
LED 109	Law of Evidence	5	20								
ECL 102	Contract Law	5	15								
YEAR 2: SEMESTER 1											
ISD 201	Insurance Law	6	15								
CPD 202	Civil Procedure	5	20								
CPL 203	Criminal Procedure	5	20								
CLS 204	Criminal Law : Specific Offences	6	15								
CCL 310	Company Law	6	15								
YEAR 2: SEMESTER 2											
ADR 205	Alternative Dispute Resolution	5	10								
LOS 208	Law Of Succession	6	15								
PLD 206	Property Law	6	15								
IBL 207	Introduction to Business Law	5	10								
LLW 209	Land Law	6	15								
YEAR 3: SEMESTER 1											
HRL 301	Human Rights Law	6	15								
CCD 302	Customary Law	5	10								
ISS 303	Introduction to Social Security Law	5	10								
LLE 305	Legal Ethics	6	15								
IPL 306	Intellectual Property Law	6	15								
YEAR 3: SEMESTER 2											
LRP 304	Legal Research	6	25								

**DIPLOMA IN SECURITY MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES		
<b><u>YEAR 1: SEMESTER 1</u></b>				3 Years	Application Handling Fee: P150.00 (Non-Refundable)	P34,800.00	Mid Semester Fee: P100.00 per subject		
DSM 111	Introduction to Psychology	5	10						
DSM 112	Introduction to Business Law	5	10						
BMGT 101	Introduction to Business Management	5	10						
AWSK 101	English for Academic Purpose	6	10						
DSM 113	Introduction to Security Management	6	12		Deposit: P700.00			Instalments: P700.00 per month *For 1st Year	Final Exam Fee: P650.00 per subject
<b><u>YEAR 1: SEMESTER 2</u></b>									
BHRM 102	Introduction to Human Resource Management	6	12						
IICT 101	Computer Application Program	6	12						
DSM 121	Introduction to Criminal Psychology	6	12						
DSM 122	Legal Issues in Security Management	6	12		Instalments: P1,100.00 per month *For 2nd & 3rd Year			Year	
DSM 123	Industrial Security Principles & Practice	6	12						
<b><u>YEAR 2: SEMESTER 1</u></b>									
DSM 211	Criminology and Criminal Justice System	6	12						
DSM 212	Security Risk Control Measures	6	12						
DSM 213	Security Design, Evaluation, and Surveying	6	12						
DSM 214	Managing the Security Functions	6	12						
DSM 215	Applied Security Risk Management	6	12						
<b><u>YEAR 2: SEMESTER 2</u></b>									
DSM 221	Social Research	6	12						
DSM 222	Security Technology and Information Security	6	12						
DSM 223	Risk and Loss Control Management	7	15						
DSM 224	Fire Prevention & Safety Strategy	7	15						
DSM 225	Crime & Corporate Investigation	7	15						

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**BACHELOR OF SCIENCE IN NURSING**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
BScN 125	Introduction to Professional Nursing	6	10	4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,500.00  Instalments: P2,500.00 per month	P120,000.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P800.00 per subject
BScN 126	Introduction to Sociology and Social-Anthropology	6	10				
<b>YEAR 2: SEMESTER 1</b>							
BScN 211	Health Assessment	7	15				
BScN 212	Biostatistics (Statistics)	7	10				
BScN 213	Introduction to Mental Health Nursing	6	15				
BScN 214	Foundations of Nursing Practice	6	15				
BScN 215	Clinical Pharmacology	7	6				
<b>YEAR 2: SEMESTER 2</b>							
BScN 221	Adult Health Nursing 1	6	15				
BScN 222	Parent and Child Health Nursing	7	15				
BScN 223	Child Health Nursing	7	18				
BScN 224	Transcultural Nursing	7	9				
<b>YEAR 3: SEMESTER 1</b>							
BScN 311	Adult Health Nursing 2	7	18				
BScN 312	Psychiatric Nursing	7	15				
BScN 313	Pathophysiology	7	10				
BScN 314	Nursing Care for the Aged	7	15				
<b>YEAR 3: SEMESTER 2</b>							
BScN 321	Palliative Care	7	10				
BScN 322	Critical Care Nursing	7	15				
BScN 323	Adolescent Health Nursing	7	8				
BScN 324	Introduction to Nutrition	7	8				
BScN 325	Introduction to Nursing Research	7	10				
<b>Electives (Choose 1)</b>							
BScN 327	Bioethics for Health Sciences	7	6				
BScN 328	Introduction to Health Policy	7	6				
<b>Internship I</b>							
BScN 326	The Learners will enroll in the course during the long vacation after year three semester two.	7	34				
<b>YEAR 4: SEMESTER 1</b>							
BScN 411	Evidence Based Practice	7	6				
BScN 412	Current Trends and Issues in Nursing	7	8				
BScN 413	Sexual & Reproductive Health & Rights	7	8				
BScN 414	Community Health Nursing	7	15				
BScN 415	Health Informatics	7	8				
<b>Electives (Choose 1)</b>							
BScN 416	Demographic Dimensions of Poverty	7	6				
BScN 417	Customer Satisfaction and Services	7	6				
<b>YEAR 4: SEMESTER 2</b>							
BScN 421	Transformational Leadership & Management in Nursing	7	10				
BScN 422	Research Project	7	25				
BScN 423	Epidemiology	7	8				
BScN 424	Demography	7	6				
<b>Electives (Choose 1)</b>							
BScN 426	Counselling in Health Care Setting	7	6				
BScN 427	Stress Management	7	6				
<b>Internship II</b>							
BScN 425	Learners will enrol in 2 months integrated practical course during the winter semester/long vacation after Year 4 Semester 2.	7	34				



**CERTIFICATE V IN HEALTH CARE ASSISTANCE**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES	
YEAR 1: SEMESTER 1								
CHCA111	Introduction to Human Anatomy & Physiology	5	10	1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P18,000.00	Mid Semester Fee: P100.00 per subject	
CHCA112	Health Law and Ethics	5	8					
IIT101	Basic Computer Applications	5	5					
CHCA114	Communication and Study Skills	5	5					
CHCA115	Health Education and Promotion	5	5					
CHCA116	Basic Nutrition	5	5					
CHCA117	Introduction to Phlebotomy	5	10					
YEAR 1: SEMESTER 2								
CHCA121	Introduction to Basic Care Skills	5	10		Instalments: P1,500.00 per month	P18,000.00	Final Exam Fee: P600.00 per subject	
CHCA122	Introduction to Health Care System	5	5					
CHCA123	Infection Prevention and Control	5	8					
CHCA124	Communicable & Non-Communicable Diseases	5	6					
CHCA125	Sexual and Reproductive Health and Rights	5	5					
CHCA126	Integrated Learning Practicum (500 Hours)	5	50					

**BUSINESS DEPARTMENT**
**BACHELOR OF BUSINESS ADMINISTRATION IN LOGISTICS AND TRANSPORT MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
YEAR 1: SEMESTER 1											
BCOM 101	Introduction to Business Communication	6	12	4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P96,000.00	Mid Semester Fee: P100.00 per subject          Final Exam Fee: P800.00 per subject				
IICT 101	Introduction to Computer Applications	6	12								
IACC 101	Introduction to Accounting	6	12								
IPSM 101	Principles of Purchasing & Supply	6	12								
BBALT 115	Principles of Logistics	6	12								
YEAR 1: SEMESTER 2											
BBALT 121	Principles of Transport Management	6	12								
BECO 102	Principles of Economics	6	12								
BMGT 101	Principles of Management	6	12								
BSTS 101	Introduction to Quantitative Methods	6	12								
PMKT 101	Principles of Marketing	6	12								
YEAR 2: SEMESTER 1											
BBALT 211	Warehousing and Material Handling	7	12								
BBAL T212	Financial Accounting	7	12								
BBALT 213	Supply Chain Management	7	12								
MMKT 102	Marketing Management	7	12								
BBALT 215	Corporate Governance and Ethics	7	12								
YEAR 2: SEMESTER 2											
BBALT 221	Distribution Channel Management	7	12								
BBATL 222	Transport Costing & Pricing	7	12								
BBATL 223	Import/Export Documentation & Customs	7	12								
BBATL 224	Inventory & Stores Management	7	12								
BBALT 225	Shipping, Forwarding &Transport Broking	7	12								
YEAR 3: SEMESTER 1											
BBALT 311	Green Logistics	7	15								
BBALT 312	Airline & Airport Management	7	15								
BBALT 313	Transport Planning & Investment	7	15								
BBALT 314	Road Freight & Sea Transport	7	15								
YEAR 3: SEMESTER 2 (3 CORE + 1 ELECTIVE)											
BBALT 321	Transport Economics	7	15								
BBALT 322	Logistics Planning & Strategy	7	15								
BBALT 323	Strategic Transport Management	7	15								
Elective (Choose 1)											
BBALT 324	Forecasting & Demand Management	7	15								
BBALT 325	Hazardous Material Compliance	7	15								
BBALT 326	Enterprise Risk Management	7	15								
BBALT 327	Fleet Management	7	15								
YEAR 4: SEMESTER 1 (3 CORE + 1 ELECTIVE)											
BBALT 411	Research Methods	7	15								
BBALT 412	Global & International Logistics	7	15								
BBALT 413	Logistics System Strategy	7	15								

**CONTINUED**



**BACHELOR OF BUSINESS ADMINISTRATION IN LOGISTICS AND TRANSPORT MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
Elective (Choose 1)							
BBALT 414	Information technology in Logistics & Transport	7	15				
BBALT 415	Material Planning & Production Control	7	15				
BBALT 416	International Purchasing Strategies	7	15				
BBALT 417	Integrated Logistics Management	7	15				
YEAR 4: SEMESTER 2							
BBALT 421	Research Project	7	35				
BBALT 422	Industrial Attachment	7	35				

**BACHELOR OF COMMERCE IN PURCHASING AND SUPPLY CHAIN MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 1: SEMESTER 1							
IPSM 101	Introduction to Purchasing and Supply	5	12	4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P96,000.00	Mid Semester Fee: P100.00 per subject  <

**BACHELOR OF COMMERCE IN ACCOUNTING**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 1: SEMESTER 1</b>							
FA 100	Financial Accounting, I	6	12	4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P96,000.00	Mid Semester Fee: P100.00 per subject   



**BACHELOR OF BUSINESS ADMINISTRATION IN ENTREPRENEURSHIP**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
<b>YEAR 1: SEMESTER 1</b>											
BCOM 101	Introduction to Business Communication	6	12	4 Years	Application Handling Fee: P400.00 (Non-Refundable)	P96,000.00	Mid Semester Fee: P100.00 per subject				
IICT 101	Introduction to Computer Applications	6	12								
IACC 101	Introduction to Accounting and Finance	6	12								
BMGT 101	Principles of Management	6	12								
PMKT 101	Principles of marketing	6	12								
<b>YEAR 1: SEMESTER 2</b>											
BBAENT 121	Business Plan	6	12								
BSTS 101	Quantitative Methods for Business	6	12								
BBAENT 123	Business and Industrial Psychology	6	12								
BECO 102	Managerial Economics	6	12								
BBAENT 125	Entrepreneurship	6	12								
<b>YEAR 2: SEMESTER 1</b>											
BBAENT 211	Organisational Behaviour	6	12								
BBAENT 212	Customer service	6	12								
BHRM 102	Human Resources Management	6	12								
BBAENT 214	Enterprise Risk Management	6	12								
MMKT 102	Marketing Management	6	12								
<b>YEAR 2: SEMESTER 2</b>											
BBAENT 221	Small Business and Entrepreneurship	6	12								
BBAENT 222	Leadership	6	12								
BBAENT 223	Business Law – Botswana	7	12								
BBAENT 224	Creativity and Innovation	7	12								
BBAENT 225	Financial Planning and Management	7	12								
<b>YEAR 3: SEMESTER 1</b>											
BBAENT 311	Managerial Accounting	7	15			Deposit: P2,000.00					
BBAENT 312	Entrepreneurial Behaviour & Dynamic Capabilities	7	15								
BBAENT 313	New Venture Financing	7	15								
BBAENT 314	Product Development and Pricing Strategies	7	15								
BBAENT 315	E-Business	7	15			Instalments: P2,000.00 per month		Final Exam Fee: P800.00 per subject			
<b>YEAR 3: SEMESTER 2 (2 CORE + 2 ELECTIVES)</b>											
BBAENT 321	Ecopreneurship	7	15								
BBAENT 322	Project Management	7	15								
<b>Electives (Choose 2)</b>											
BBAENT 323	Marketing Channels	7	15								
BBAENT 324	Supply Chain Management	7	15								
BBAENT 325	Strategic Leadership	7	15								
BBAENT 326	Customer Relationship Management	7	15								
<b>YEAR 4: SEMESTER 1 (2 CORE + 2 ELECTIVES)</b>											
BBAENT 411	Corporate Strategy	7	15								
BBAENT 412	Research Methodology	7	15								
<b>Electives (Choose 2)</b>											
BBAENT 413	Strategic Marketing	7	15								
BBAENT 414	Opportunity and Lead Creation	7	15								
BBAENT 415	Social Media Marketing	7	15								
<b>YEAR 4: SEMESTER 2</b>											
BBAENT 421	Research Project	7	20								
BBAENT 422	Industrial Attachment	7	35								

**DEPARTMENTS**

**BUSINESS**

**EDUCATION**

**HEALTH**

**ENGINEERING**

**LAW**

**BACHELOR OF COMMERCE IN PROJECT MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 1: SEMESTER 1							
BCOM 101	Introduction to Communication	5	10	4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P96,000.00	Mid Semester Fee: P100.00 per subject   



**BACHELOR OF COMMERCE IN BUSINESS MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b><u>YEAR 1: SEMESTER 1</u></b>				4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P96,000.00	Mid Semester Fee: P100.00 per subject   <

**BACHELOR OF COMMERCE IN DIGITAL MARKETING**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 1: SEMESTER 1</b>				4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P96,000.00	Mid Semester Fee: P100.00 per subject  <



**BACHELOR OF COMMERCE IN MARKETING MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b><u>YEAR 1: SEMESTER 1</u></b>				4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P96,000.00	Mid Semester Fee: P100.00 per subject  

**BACHELOR OF COMMERCE IN HUMAN RESOURCES MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b><u>YEAR 1: SEMESTER 1</u></b>				4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P96,000.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P800.00 per subject
PMKT 101	Principles of Marketing	5	10				
IICT 101	End user Computing	5	10				
BSTS 101	Business Mathematics	5	10				
BCHR 114	Principles of Human Resource Management	5	10				
BMGT 101	Principles of Management	6	10				
<b><u>YEAR 1: SEMESTER 2</u></b>							
IACC 101	Accounting and Finance	6	10				
BCHR 122	Basic Economic	6	10				
BCHR 123	Fundamentals of Project management	6	10				
BCHR 124	Fundamentals of Operations Management	6	10				
BHRM 102	Human Resources Management	6	10				
<b><u>YEAR 2: SEMESTER 1</u></b>							
BCHR 211	Financial Accounting	7	15				
MECO 101	Microeconomics	7	15				
BMQM 102	Business Statistics	7	15				
BCHR 214	Organisational Behaviour	7	15				
BCHR 215	Recruitment and Selection	7	15				
<b><u>YEAR 2: SEMESTER 2</u></b>							
MAEC 102	Macroeconomics	7	15				
BCHR 222	Organisational Culture and Managing Diversity	7	15				
BCOM 101	Business Communication	7	15				
BCHR 224	Management Accounting	7	15				
BCHR 225	Performance Management	7	15				
<b><u>YEAR 3: SEMESTER 1</u></b>							
BCHR 311	Training and Development	7	15				
BCHR 312	Information Systems	7	15				
BCHR 313	Entrepreneurship	7	15				
BCHR 314	Labour and Employee Relations	7	15				
BCHR 315	Business Law	7	15				
<b><u>YEAR 3: SEMESTER 2</u></b>							
BCHR 321	Strategic Management	7	15				
BCHR 322	Health And Safety	7	15				
BCHR 323	Employee Benefit and Compensation	7	15				
BCHR 324	Talent Management	7	15				
BCHR 325	Human Resources and Business Ethics	7	15				
<b><u>YEAR 4: SEMESTER 1</u></b>							
BCHR 411	Research Methods	7	15				
BCHR 412	Strategic Human Resources Management	7	15				
<b><u>Elective (Choose 2)</u></b>							
BCHR 413	Operations Management	7	15				
BCHR 414	Industrial Counselling and Group Dynamics	7	15				
BCHR 415	Project Management	7	15				
BCHR 416	International Human Resources Management	7	15				
<b><u>YEAR 4: SEMESTER 2</u></b>							
BBTM 421	Research Project	7	20				
BBTM 422	Internship-Work Integrated Learning	7	40				



**BACHELOR OF COMMERCE IN RISK MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b><u>YEAR 1: SEMESTER 1</u></b>							
BCRM 111	Business Communication	5	12	4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P1,800.00  Instalments: P1,800.00 per month	P86,400.00	Mid Semester Fee: P100.00 per subject  <

**BACHELOR OF ARTS IN OFFICE MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES		
YEAR 1: SEMESTER 1									
BAOA 111	Professional Communication	6	12	3 Years	Application Handling Fee: P400.00 (Non-Refundable)	P72,000.00	Mid Semester Fee: P100.00 per subject		
BAOA 112	ICDL	5	20						
BAOA 113	Records and Information Management	6	12						
BAOA 114	Introduction to Entrepreneurship and Innovationg	6	10						
YEAR 1: SEMESTER 2									
BAOA 121	Administrative Office Management	7	18		Instalments: P2,000.00 per month		P72,000.00	Final Exam Fee: P800.00 per subject	
BAOA 122	Organization Behavior and Development	7	18						
BAOA 123	Procurement and Operations Management	7	15						
BAOA 124	Human Resource Management	6	12						

**CONTINUED**

**BACHELOR OF ARTS IN OFFICE MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 2: SEMESTER 1</b>				3 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P72,000.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P800.00 per subject
BAOA 211	Emotional Intelligence	7	15				
BAOA 212	Events Management	7	15				
BAOA 213	Logistics and Transport Management	7	15				
BAOA 214	Financial Management	7	15				
<b>Electives (Choose 1)</b>							
BAOA 215	Occupational Health and Safety	7	18				
BAOA 216	Employability and Personal Branding	7	18				
<b>YEAR 2: SEMESTER 2</b>							
BAOA 221	Business Management and Ethics	7	15				
BAOA 222	Strategic Management and Leadership	7	15				
BAOA 223	Research Methods and Proposal	7	24				
BAOA 224	Employee Relations	7	15				
<b>YEAR 3: SEMESTER 1</b>							
BAOA 311	Research Project	7	40				
<b>YEAR 3: SEMESTER 2</b>							
BAOA 322	Work Integrated Learning/Practicum	7	60				

**BACHELOR OF BUSINESS IN TOURISM MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 1: SEMESTER 1</b>				4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P96,000.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P800.00 per subject
AWSK 101	Communication & Study Skills	6	10				
IICT 101	Introduction to Computer skills	6	10				
BMGT 101	Introduction to Business Management	6	12				
IACC 101	Principles of Accounting	6	10				
PMKT 101	Principles of Marketing	6	10				
BECO 102	Principles of Economics	6	10				
<b>YEAR 1: SEMESTER 2</b>							
BCOM 101	Business Communication	6	10				
BBTM 122	Principles of Tourism Management	6	10				
BBTM 123	Tourism Operations Management	6	10				
BBTM 124	Customer Service	6	10				
BBTM 125	ICT in Tourism	6	10				
BBTM 126	French for Tourism and Hospitality	6	10				
<b>YEAR 2: SEMESTER 1</b>							
BBTM 211	Hospitality Operations & Management	6	10				
BBTM 212	Creative & Innovation Studies	6	10				
BBTM 213	Professional Ethics for Business	7	13				
BHRM 102	Human Resource Management	7	13				
BBTM 215	Tourism Economics	7	13				
BBTM 216	Tourism Marketing	7	13				
<b>YEAR 2: SEMESTER 2</b>							
BBTM 221	Tourism Destinations in Botswana	7	13				
BBTM 222	Ticketing and Reservations	7	13				
BBTM 223	Media Relations	7	13				
BBTM 224	Entrepreneurship for Tourism	7	13				
BBTM 225	Health, safety and Security in Tourism Industry	7	13				
BBTM 226	Financial Management	7	13				
<b>YEAR 3: SEMESTER 1</b>							
BBTM 311	Cultural & Heritage Studies	7	13				
BBTM 312	Innovative Management for Sustainable Tourism	7	13				
BBTM 313	Tourism Geography	7	13				
BBTM 314	Destination Management	7	13				
BBTM 315	Local and Global Trends in Tourism	7	13				
BBTM 316	Conventions, Meetings and Event Management	7	13				
<b>YEAR 3: SEMESTER 2 (4 CORE + 1 ELECTIVES)</b>							
BBTM 321	Regional and International Tourism	7	13				
BBTM 322	Tourism and Hospitality Law	7	13				
BBTM 323	Wildlife Tourism	7	13				
BBTM 324	Eco-Tourism & Sustainable Tourism Development	7	13				
BBTM 325	Project Management	7	13				
BBTM 326	Mandarin	7	13				

**CONTINUED**



**BACHELOR OF BUSINESS IN TOURISM MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 4 : SEMESTER 1 (3 CORE + 1 ELECTIVES)							
BBTM 411	Tourism Research Methods	7	13	4 Years	Application Handling	P96,000.00	Mid Semester Fee: P100.00 per subject
BBTM 412	Tour Guiding	7	13		Fee: P400.00		
BBTM 413	Strategic Management	7	13		(Non-Refundable)		
BBTM 414	Digital Tourism Marketing and Branding	7	13				
BBTM 415	Tourism, Sport and Leisure	7	10		Deposit: P2,000.00		
					Instalments: P2,000.00 per month		Final Exam Fee: P800.00 per subject
YEAR 4: SEMESTER 2							
BBTM 421	Research Project	7	20				
BBTM 423	Industrial Attachment	7	40				

**DIPLOMA IN EVENT MANAGEMENT**

CODE		MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 1: SEMESTER 1								
IICT	101	Computer & Its Essential 1	5	10	3 Years	Application Handling Fee: P150.00 (Non-Refundable)  Deposit: P700.00  Instalments: P700.00 per month *For 1st Year  Instalments: P1,100.00 per month *For 2nd & 3rd Year	P34,800.00	Mid Semester Fee: P100.00 per subject    Final Exam Fee: P650.00 per subject
BCOM	101	Communication and Learning Skills	6	20				
AWSK	101	Academic Writing for Business Research	5	10				
DEM	114	Principles of Marketing	6	10				
DEM	115	Catering for Events	6	10				
YEAR 1: SEMESTER 2								
DEM	121	Computer and its Essential 2	6	10				
DEM	122	Event Planning and Coordination	5	10				
DEM	123	Protocol and Etiquette	6	10				
IACC	101	Principles of Accounting	5	10				
DEM	125	Fundamental of Entrepreneurship	6	20				
YEAR 2: SEMESTER 1								
DEM	211	Conference and Exhibitions Management	6	10				
DEM	212	Customer Service Quality for Events Industry	6	10				
DEM	213	Event Industry	5	10				
DEM	214	Event Operations	6	10				
DEM	215	Project Management	6	10				
DEM	216	Culture Diversity 1	6	10				
YEAR 2: SEMESTER 2								
DEM	221	Practical Project 1	5	20				
DEM	222	Event Design and Decor	5	10				
DEM	223	Conference and Banquet Service	6	10				
DEM	224	Health and Safety in Event Management	6	10				
Electives (Choose 1)								
DEM	226	Destination Management	7	10				
DEM	227	Cultural Diversity II	7	10				
YEAR 3: SEMESTER 1 (4 CORE + 1 ELECTIVE)								
DEM	311	Human Resources Management	6	10				
DEM	312	Practical Project 2	6	20				
DEM	313	Public Relations	6	10				
DEM	314	Legal & Risk Management	6	10				
Electives (Choose 1)								
DEM	315	Tourism and Event Management	7	10				
DEM	316	Sustainable Event Management	7	10				
YEAR 3: SEMESTER 2								
DEM	321	Internship	6	60				

**DIPLOMA IN LOGISTICS AND TRANSPORT MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 1: SEMESTER 1</b>				3 Years	Application Handling Fee: P150.00 (Non-Refundable)  Deposit: P700.00  Instalments: P700.00 per month *For 1st Year  Instalments: P1,100.00 per month *For 2nd & 3rd Year	P34,800.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P650.00 per subject
BCOM 101	Introduction to Business Communication	6	12				
IICT 101	Introduction to Computer Applications	6	12				
IACC 101	Introduction to Accounting	6	12				
DTL 114	Principles of Purchasing &Supply	6	12				
DTL 115	Principles of Logistics	6	12				
<b>YEAR 1: SEMESTER 2</b>							
DTL 121	Principles of Transport Management	6	12				
BECO 102	Principles of Economics	6	12				
BMGT 101	Principles of Management	6	12				
BSTS 101	Introduction to Quantitative Methods	6	12				
DTL 125	Inventory and stores Management	6	12				
<b>YEAR 2: SEMESTER 1</b>							
DTL 211	Warehousing and Material Handling	6	12				
DTL 212	Transport Costing and Pricing	6	12				
DTL 213	Supply Chain Management	6	12				
DTL 214	Health and Safety	6	12				
DTL 215	Corporate Governance and Ethics	6	12				
<b>YEAR 2: SEMESTER 2</b>							
DTL 221	Distribution Channel Management	6	15				
DTL 222	Marketing Management	6	15				
DTL 223	Logistics Systems & Strategy	7	15				
DTL 224	Information and Technologies in Supply Chain	7	15				
<b>YEAR 3: SEMESTER 1</b>							
DTL 311	Green Logistics	7	15				
DTL 312	Airline & Airport Management	7	15				
DTL 313	Risk Control strategies	7	15				
DTL 314	Road Freight & Sea Transport Management	7	15				
<b>YEAR 3: SEMESTER 2</b>							
DLTL 321	Global international logistics	7	15				
DTL 3210	Industrial Attachment	7	30				
<b>Electives (Choose 1)</b>							
DTL 322	Transport Economics	7	15				
DTL 323	Hazardous Material Compliance	7	15				
DTL 324	Logistics Activities	7	15				
DTL 325	Transport Planning and Investment	7	15				
DTL 326	Fleet Management	7	15				
DTL 327	Forecasting & Demand Management	7	15				
DTL 328	Integrated Logistics Management	7	15				
DTL 329	Intermodal and Multimodal Transport	7	15				

**DIPLOMA IN MARKETING MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES		
YEAR 1: SEMESTER 1									
BCOM 101	Communication skills	5	12	3 Years	Application Handling	P34,800.00	Mid Semester Fee: P100.00 per subject		
BSTS 101	Introduction to Quantitative Methods	5	12		Fee: P150.00				
IACC 101	Introduction to Accounting	5	12		(Non-Refundable)				
IMGT 101	Introduction to Business Management	5	12						
MECO 101	Microeconomics	5	12		Deposit: P700.00				
YEAR 1: SEMESTER 2									
PMKT 101	Principles of Marketing	6	12		Instalments: P700.00		P34,800.00	Final Exam Fee: P650.00 per subject	
MAEC 102	Macro Economics	6	12		per month				
BMGT 101	Management Principles	6	12		*For 1st Year				
DMM 124	Business Communication	6	12		Instalments: P1,100.00				
BMQM 102	Quantitative Methods	6	12		per month				
					*For 2nd & 3rd Year				

**CONTINUED**



**DIPLOMA IN MARKETING MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 2: SEMESTER 1</b>							
DMM 211	Public Relation	7	12				
DMM 212	Advertising	7	12				
DMM 213	Customer Care	6	12				
DMM 214	E-Marketing	6	12				
DMM 215	Commercial law	6	12				
<b>YEAR 2: SEMESTER 2</b>							
DMM 221	Consumer and Buyer Behaviour	7	12				
DMM 222	Computing and Information skills	6	12				
DMM 223	Marketing Planning and Decision making	7	12				
DMM 224	Marketing Research	7	14				
DMM 225	Strategic Marketing Management	7	14				
<b>YEAR 3: SEMESTER 1</b>							
DMM 311	Principles & Practice of Selling	6	14				
DMM 312	Integrated Marketing Communication	7	14				
DMM 313	Organisational Behaviour	7	14				
DMM 314	Marketing Information Systems	7	14				
<b>YEAR 3: SEMESTER 2</b>							
DMM 321	Industrial Attachment	6	60				

**DIPLOMA IN PURCHASING AND SUPPLY**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 1: SEMESTER 1</b>							
BCOM 101	Introduction to Business Communication	5	12				
IICT 101	Introduction to Information Technology	5	12				
BSTS 101	Business Mathematics	5	12				
BECO 102	Principles of Economics	5	12				
IPSM 101	Introduction to Purchasing and Supply	6	15				
<b>YEAR 1: SEMESTER 2</b>							
BMGT 101	Principles of Management	5	12				
DPS 122	Inventory Management	6	15				
DPS 123	Total Quality Management	6	15				
DPS 124	Logistics and Transportation	6	15				
DPS 125	Supply Chain Management	7	18				
<b>YEAR 2: SEMESTER 1</b>							
DPS 211	Commercial Law	6	15				
BHRM 102	Human Resources Management	6	15				
DPS 213	Financial Accounting	7	18				
MMKT 102	Marketing Management	7	18				
<b>YEAR 2: SEMESTER 2</b>							
DPS 221	Sustainable Procurement	6	15				
DPS 222	Supply Chain Diligence	6	15				
DPS 223	Managing Supplier Relationships	7	18				
DPS 224	Managing Supply Chain Risk	6	15				
<b>YEAR 3: SEMESTER 1</b>							
DPS 311	Research Methods	6	18				
DPS 312	Strategic Purchasing	7	18				
DPS 313	Contract Management	7	18				
<b>YEAR 3: SEMESTER 2</b>							
DPS 321	Research portfolio	6	20				
DPS 322	Industrial attachment	6	30				

**DIPLOMA IN TRAVEL OPERATIONS**

CODE		MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
<b><u>YEAR 1: SEMESTER 1</u></b>												
IICT	101	Computers and Its Essentials	5	10	3 Years	Application Handling Fee: P150.00 (Non-Refundable)	P34,800.00	Mid Semester Fee: P100.00 per subject				
BCOM	101	Communication and Learning Skills	5	10								
AWSK	101	Academic Writing for Business Research	5	10								
DTO	114	The Travel and Tourism Industry	5	10								
IACC	101	Principles of Accounting	5	20								
<b><u>YEAR 1: SEMESTER 2</u></b>												
DTO	121	Customer Service for the Travel & Tourism Industry	5	10								
DTO	122	Travel Agency Management	5	10								
DTO	123	International Air Travel Industry	5	10								
DTO	124	Principles of Human Resources	6	10								
DTO	125	Procedures for Ticketing and Reservations A	6	20								
<b><u>YEAR 2: SEMESTER 1</u></b>												
MECO	101	Micro-Economics	6	10						Deposit: P700.00		
DTO	212	Front Office Operations	6	10								
DTO	213	Computerised Accounting	6	10								
DTO	214	Fundamentals of Entrepreneurship	6	10						Instalments: P700.00		
DTO	215	Procedures for ticketing and Reservations B	6	20				per month *For 1st Year				
<b><u>YEAR 2: SEMESTER 2</u></b>												
DTO	221	World Travel Destinations 1	6	20						Final Exam Fee: P650.00 per subject		
DTO	222	Tour Operations Management	6	10				Instalments: P1,100.00				
DTO	223	Marketing for Travel	6	10				per month				
DTO	224	Tour Guiding	6	10				*For 2nd & 3rd Year				
<b><u>Electives (Choose 1)</u></b>												
DTO	225	Travel Geography	6	10								
DTO	226	Contemporary Issues in the Travel Industry	6	10								
<b><u>YEAR 3: SEMESTER 1</u></b>												
DTO	311	World Travel Destinations 2	6	20								
DTO	312	Travel law and Ethics	6	10								
DTO	313	Sustainable Travel Operations	6	20								
DTO	314	Web Based Applications in Travel	6	10								
<b><u>YEAR 3: SEMESTER 2</u></b>												
DTO	321	Internship	6	60								

**DIPLOMA IN BUSINESS MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES								
YEAR 1: SEMESTER 1															
BCOM 101	Introduction to Business Communication	5	12	3 Years	Application Handling Fee: P150.00 (Non-Refundable)	P34,800.00	Mid Semester Fee: P100.00 per subject								
IICT 101	Introduction to Computer Applications	5	12												
IACC 101	Introduction to Accounting	6	12												
BSTS 101	Introduction to Quantitative Methods	5	12												
IMGT 101	Introduction to Business	6	12												
YEAR 1: SEMESTER 2															
DBM 121	Small Business & Entrepreneurship	6	12					3 Years	Deposit: P700.00	P34,800.00	Mid Semester Fee: P100.00 per subject				
DBM 122	Business Law	6	12												
BMGT 101	Principles of Management	6	12												
PMKT 101	Principles of marketing	6	12												
BHRM 102	Human Resources Management	6	12												
YEAR 2: SEMESTER 1															
DBM 211	Business and Industrial Psychology	6	12									3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject
DBM 212	Operations Management 1	6	12												
DBM 213	Organisational behaviour	6	12												
DBM 214	Financial Planning and Management	6	12												
DBM 215	Corporate Governance and Ethics	6	12												
YEAR 2: SEMESTER 2															
DBM 216	Business and Industrial Psychology	6	12	3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject								
DBM 217	Operations Management 1	6	12												
DBM 218	Organisational behaviour	6	12												
DBM 219	Financial Planning and Management	6	12												
DBM 220	Corporate Governance and Ethics	6	12												
YEAR 3: SEMESTER 1															
DBM 311	Business and Industrial Psychology	6	12					3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject				
DBM 312	Operations Management 1	6	12												
DBM 313	Organisational behaviour	6	12												
DBM 314	Financial Planning and Management	6	12												
DBM 315	Corporate Governance and Ethics	6	12												
YEAR 3: SEMESTER 2															
DBM 316	Business and Industrial Psychology	6	12									3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject
DBM 317	Operations Management 1	6	12												
DBM 318	Organisational behaviour	6	12												
DBM 319	Financial Planning and Management	6	12												
DBM 320	Corporate Governance and Ethics	6	12												
YEAR 4: SEMESTER 1															
DBM 411	Business and Industrial Psychology	6	12	3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject								
DBM 412	Operations Management 1	6	12												
DBM 413	Organisational behaviour	6	12												
DBM 414	Financial Planning and Management	6	12												
DBM 415	Corporate Governance and Ethics	6	12												
YEAR 4: SEMESTER 2															
DBM 416	Business and Industrial Psychology	6	12					3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject				
DBM 417	Operations Management 1	6	12												
DBM 418	Organisational behaviour	6	12												
DBM 419	Financial Planning and Management	6	12												
DBM 420	Corporate Governance and Ethics	6	12												
YEAR 5: SEMESTER 1															
DBM 511	Business and Industrial Psychology	6	12									3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject
DBM 512	Operations Management 1	6	12												
DBM 513	Organisational behaviour	6	12												
DBM 514	Financial Planning and Management	6	12												
DBM 515	Corporate Governance and Ethics	6	12												
YEAR 5: SEMESTER 2															
DBM 516	Business and Industrial Psychology	6	12	3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject								
DBM 517	Operations Management 1	6	12												
DBM 518	Organisational behaviour	6	12												
DBM 519	Financial Planning and Management	6	12												
DBM 520	Corporate Governance and Ethics	6	12												
YEAR 6: SEMESTER 1															
DBM 611	Business and Industrial Psychology	6	12					3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject				
DBM 612	Operations Management 1	6	12												
DBM 613	Organisational behaviour	6	12												
DBM 614	Financial Planning and Management	6	12												
DBM 615	Corporate Governance and Ethics	6	12												
YEAR 6: SEMESTER 2															
DBM 616	Business and Industrial Psychology	6	12									3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject
DBM 617	Operations Management 1	6	12												
DBM 618	Organisational behaviour	6	12												
DBM 619	Financial Planning and Management	6	12												
DBM 620	Corporate Governance and Ethics	6	12												
YEAR 7: SEMESTER 1															
DBM 711	Business and Industrial Psychology	6	12	3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject								
DBM 712	Operations Management 1	6	12												
DBM 713	Organisational behaviour	6	12												
DBM 714	Financial Planning and Management	6	12												
DBM 715	Corporate Governance and Ethics	6	12												
YEAR 7: SEMESTER 2															
DBM 716	Business and Industrial Psychology	6	12					3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject				
DBM 717	Operations Management 1	6	12												
DBM 718	Organisational behaviour	6	12												
DBM 719	Financial Planning and Management	6	12												
DBM 720	Corporate Governance and Ethics	6	12												
YEAR 8: SEMESTER 1															
DBM 811	Business and Industrial Psychology	6	12									3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject
DBM 812	Operations Management 1	6	12												
DBM 813	Organisational behaviour	6	12												
DBM 814	Financial Planning and Management	6	12												
DBM 815	Corporate Governance and Ethics	6	12												
YEAR 8: SEMESTER 2															
DBM 816	Business and Industrial Psychology	6	12	3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject								
DBM 817	Operations Management 1	6	12												
DBM 818	Organisational behaviour	6	12												
DBM 819	Financial Planning and Management	6	12												
DBM 820	Corporate Governance and Ethics	6	12												
YEAR 9: SEMESTER 1															
DBM 911	Business and Industrial Psychology	6	12					3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject				
DBM 912	Operations Management 1	6	12												
DBM 913	Organisational behaviour	6	12												
DBM 914	Financial Planning and Management	6	12												
DBM 915	Corporate Governance and Ethics	6	12												
YEAR 9: SEMESTER 2															
DBM 916	Business and Industrial Psychology	6	12									3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject
DBM 917	Operations Management 1	6	12												
DBM 918	Organisational behaviour	6	12												
DBM 919	Financial Planning and Management	6	12												
DBM 920	Corporate Governance and Ethics	6	12												
YEAR 10: SEMESTER 1															
DBM 1011	Business and Industrial Psychology	6	12	3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject								
DBM 1012	Operations Management 1	6	12												
DBM 1013	Organisational behaviour	6	12												
DBM 1014	Financial Planning and Management	6	12												
DBM 1015	Corporate Governance and Ethics	6	12												
YEAR 10: SEMESTER 2															
DBM 1016	Business and Industrial Psychology	6	12					3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject				
DBM 1017	Operations Management 1	6	12												
DBM 1018	Organisational behaviour	6	12												
DBM 1019	Financial Planning and Management	6	12												
DBM 1020	Corporate Governance and Ethics	6	12												
YEAR 11: SEMESTER 1															
DBM 1111	Business and Industrial Psychology	6	12									3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject
DBM 1112	Operations Management 1	6	12												
DBM 1113	Organisational behaviour	6	12												
DBM 1114	Financial Planning and Management	6	12												
DBM 1115	Corporate Governance and Ethics	6	12												
YEAR 11: SEMESTER 2															
DBM 1116	Business and Industrial Psychology	6	12	3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject								
DBM 1117	Operations Management 1	6	12												
DBM 1118	Organisational behaviour	6	12												
DBM 1119	Financial Planning and Management	6	12												
DBM 1120	Corporate Governance and Ethics	6	12												
YEAR 12: SEMESTER 1															
DBM 1211	Business and Industrial Psychology	6	12					3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject				
DBM 1212	Operations Management 1	6	12												
DBM 1213	Organisational behaviour	6	12												
DBM 1214	Financial Planning and Management	6	12												
DBM 1215	Corporate Governance and Ethics	6	12												
YEAR 12: SEMESTER 2															
DBM 1216	Business and Industrial Psychology	6	12									3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject
DBM 1217	Operations Management 1	6	12												
DBM 1218	Organisational behaviour	6	12												
DBM 1219	Financial Planning and Management	6	12												
DBM 1220	Corporate Governance and Ethics	6	12												
YEAR 13: SEMESTER 1															
DBM 1311	Business and Industrial Psychology	6	12	3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject								
DBM 1312	Operations Management 1	6	12												
DBM 1313	Organisational behaviour	6	12												
DBM 1314	Financial Planning and Management	6	12												
DBM 1315	Corporate Governance and Ethics	6	12												
YEAR 13: SEMESTER 2															
DBM 1316	Business and Industrial Psychology	6	12					3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject				
DBM 1317	Operations Management 1	6	12												
DBM 1318	Organisational behaviour	6	12												
DBM 1319	Financial Planning and Management	6	12												
DBM 1320	Corporate Governance and Ethics	6	12												
YEAR 14: SEMESTER 1															
DBM 1411	Business and Industrial Psychology	6	12									3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject
DBM 1412	Operations Management 1	6	12												
DBM 1413	Organisational behaviour	6	12												
DBM 1414	Financial Planning and Management	6	12												
DBM 1415	Corporate Governance and Ethics	6	12												
YEAR 14: SEMESTER 2															
DBM 1416	Business and Industrial Psychology	6	12	3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject								
DBM 1417	Operations Management 1	6	12												
DBM 1418	Organisational behaviour	6	12												
DBM 1419	Financial Planning and Management	6	12												
DBM 1420	Corporate Governance and Ethics	6	12												
YEAR 15: SEMESTER 1															
DBM 1511	Business and Industrial Psychology	6	12					3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject				
DBM 1512	Operations Management 1	6	12												
DBM 1513	Organisational behaviour	6	12												
DBM 1514	Financial Planning and Management	6	12												
DBM 1515	Corporate Governance and Ethics	6	12												
YEAR 15: SEMESTER 2															
DBM 1516	Business and Industrial Psychology	6	12									3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject
DBM 1517	Operations Management 1	6	12												
DBM 1518	Organisational behaviour	6	12												
DBM 1519	Financial Planning and Management	6	12												
DBM 1520	Corporate Governance and Ethics	6	12												
YEAR 16: SEMESTER 1															
DBM 1611	Business and Industrial Psychology	6	12	3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject								
DBM 1612	Operations Management 1	6	12												
DBM 1613	Organisational behaviour	6	12												
DBM 1614	Financial Planning and Management	6	12												
DBM 1615	Corporate Governance and Ethics	6	12												
YEAR 16: SEMESTER 2															
DBM 1616	Business and Industrial Psychology	6	12					3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject				
DBM 1617	Operations Management 1	6	12												
DBM 1618	Organisational behaviour	6	12												
DBM 1619	Financial Planning and Management	6	12												
DBM 1620	Corporate Governance and Ethics	6	12												
YEAR 17: SEMESTER 1															
DBM 1711	Business and Industrial Psychology	6	12									3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject
DBM 1712	Operations Management 1	6	12												
DBM 1713	Organisational behaviour	6	12												
DBM 1714	Financial Planning and Management	6	12												
DBM 1715	Corporate Governance and Ethics	6	12												
YEAR 17: SEMESTER 2															
DBM 1716	Business and Industrial Psychology	6	12	3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject								
DBM 1717	Operations Management 1	6	12												
DBM 1718	Organisational behaviour	6	12												
DBM 1719	Financial Planning and Management	6	12												
DBM 1720	Corporate Governance and Ethics	6	12												
YEAR 18: SEMESTER 1															
DBM 1811	Business and Industrial Psychology	6	12					3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject				
DBM 1812	Operations Management 1	6	12												
DBM 1813	Organisational behaviour	6	12												
DBM 1814	Financial Planning and Management	6	12												
DBM 1815	Corporate Governance and Ethics	6	12												
YEAR 18: SEMESTER 2															
DBM 1816	Business and Industrial Psychology	6	12									3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject
DBM 1817	Operations Management 1	6	12												
DBM 1818	Organisational behaviour	6	12												
DBM 1819	Financial Planning and Management	6	12												
DBM 1820	Corporate Governance and Ethics	6	12												
YEAR 19: SEMESTER 1															
DBM 1911	Business and Industrial Psychology	6	12	3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject								
DBM 1912	Operations Management 1	6	12												
DBM 1913	Organisational behaviour	6	12												
DBM 1914	Financial Planning and Management	6	12												
DBM 1915	Corporate Governance and Ethics	6	12												
YEAR 19: SEMESTER 2															
DBM 1916	Business and Industrial Psychology	6	12					3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject				
DBM 1917	Operations Management 1	6	12												
DBM 1918	Organisational behaviour	6	12												
DBM 1919	Financial Planning and Management	6	12												
DBM 1920	Corporate Governance and Ethics	6	12												
YEAR 20: SEMESTER 1															
DBM 2011	Business and Industrial Psychology	6	12									3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject
DBM 2012	Operations Management 1	6	12												
DBM 2013	Organisational behaviour	6	12												
DBM 2014	Financial Planning and Management	6	12												
DBM 2015	Corporate Governance and Ethics	6	12												
YEAR 20: SEMESTER 2															
DBM 2016	Business and Industrial Psychology	6	12	3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject								
DBM 2017	Operations Management 1	6	12												
DBM 2018	Organisational behaviour	6	12												
DBM 2019	Financial Planning and Management	6	12												
DBM 2020	Corporate Governance and Ethics	6	12												
YEAR 21: SEMESTER 1															
DBM 2111	Business and Industrial Psychology	6	12					3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject				
DBM 2112	Operations Management 1	6	12												
DBM 2113	Organisational behaviour	6	12												
DBM 2114	Financial Planning and Management	6	12												
DBM 2115	Corporate Governance and Ethics	6	12												
YEAR 21: SEMESTER 2															
DBM 2116	Business and Industrial Psychology	6	12									3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject
DBM 2117	Operations Management 1	6	12												
DBM 2118	Organisational behaviour	6	12												
DBM 2119	Financial Planning and Management	6	12												
DBM 2120	Corporate Governance and Ethics	6	12												
YEAR 22: SEMESTER 1															
DBM 2211	Business and Industrial Psychology	6	12	3 Years	Instalments: P1,100.00 per month	P34,800.00	Final Exam Fee: P650.00 per subject								
DBM 2212	Operations Management 1	6	12												
DBM 2213	Organisational behaviour	6	12												
DBM 2214	Financial Planning and Management	6	12												
DBM 2215	Corporate Governance and Ethics	6	12												
YEAR 22: SEMESTER 2															
DBM 2216	Business and Industrial Psychology	6													

**CONTINUED**



**DIPLOMA IN BUSINESS MANAGEMENT**

CODE		MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
		<b><u>YEAR 2: SEMESTER 2</u></b>			3 Years	Application Handling Fee: P150.00 (Non-Refundable)  Deposit: P700.00  Instalments: P700.00 per month *For 1st Year  Instalments: P1,100.00 per month *For 2nd & 3rd Year	P34,800.00	Mid Semester Fee: P100.00 per subject          Final Exam Fee: P650.00 per subject
DBM	221	Leadership	6	12				
DBM	222	Business Environment	6	12				
DBM	223	Marketing, Social Media and E-commerce	7	15				
DBM	224	Operations Management 11	7	15				
		<b><u>YEAR 3: SEMESTER 1 (3 CORE + 1 ELECTIVE)</u></b>						
DBM	311	Entrepreneurial Behaviour, Dynamics & Capabilities	7	15				
DBM	312	Managerial Accounting	7	15				
DBM	313	Integrated Marketing Communications	7	15				
		<b><u>Electives (Choose 1)</u></b>						
DBM	314	Public Finance & Taxation	7	15				
MECO	101	Microeconomics	7	15				
DBM	316	Customer Relationship Management	7	15				
DBM	317	New Venture Financing	7	15				
		<b><u>YEAR 3: SEMESTER 2 (1 CORE + 1 ELECTIVE + PROJECT)</u></b>						
DBM	321	Project management	7	15				
DBM	326	Project	7	36				
		<b><u>Electives (Choose 1)</u></b>						
MAEC	102	Macro Economics	7	15				
DBM	323	Business Ownership & Entrepreneurship	7	15				
DBM	324	Botswana Labour Laws	7	15				
DBM	325	Corporate Financing	7	15				

**DIPLOMA IN RETAIL MARKETING MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 1: SEMESTER 1</b>				2 Years	Application Handling Fee: P150.00 (Non-Refundable)  Deposit: P1,100.00  Instalments: P1,100.00 per month	P26,400.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P650.00 per subject
DRMM 111	Creative and Innovative Studies	5	9				
IICT 101	Introduction to Computer Skills	5	9				
BCOM 101	Communication and Study Skills	5	9				
BMGT 101	Introduction to Business Management	5	9				
IACC 101	Principles of Accounting	5	9				
BECO 102	Principles of Economics	5	9				
<b>YEAR 1: SEMESTER 2</b>							
DRMM 121	Financial Aspect of Marketing	6	12				
PMKT 101	Principles of Marketing	6	12				
DRMM 123	Legal Aspects of Business	6	12				
DRMM 124	Principles of Advertising 1	6	12				
DRMM 125	Principles of Merchandising	6	12				
DRMM 126	Principles of Retailing	6	12				
<b>YEAR 2: SEMESTER 1</b>							
DRMM 211	Retail Promotion & Branding	6	12				
DRMM 212	Relationship Marketing	6	12				
DRMM 213	Supply Chain Management	6	12				
MMKT 102	Marketing Management	6	12				
DRMM 215	Customer & Service Marketing	6	12				
<b>Electives (Choose 1)</b>							
DRMM 216	Industrial Marketing	6	9				
DRMM 217	Distribution Channels	6	9				
<b>YEAR 2: SEMESTER 2</b>							
DRMM 221	Consumer Behaviour	6	12				
DRMM 222	Visual Merchandising	6	12				
DRMM 223	Retail Buying & Logistics	6	12				
DRMM 224	Merchandising Decisions	6	12				
DRMM 225	Business Ethics	6	12				
<b>Electives (Choose 1)</b>							
DRMM 226	Logistics Operations	6	9				
DRMM 227	Product Development	6	9				

**DIPLOMA IN STRATEGIC MANAGEMENT AND LEADERSHIP**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<u>YEAR 1: SEMESTER 1</u>				2 Years 6 Months	Application Handling Fee: P150.00 (Non-Refundable)  Deposit: P1000.00  Instalments: P1000.00 per month	P30,000.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P650.00 per subject
DSML 111	Computer Skills	5	20				
DSML 112	Safety Health and Environment	5	20				
DSML 113	Personal and Team Leadership	6	26				
<u>YEAR 1: SEMESTER 2</u>							
DSML 121	Operational Leadership	6	26				
DSML 122	Community Leadership	6	26				
DSML 123	Transnational and Organised Crime	6	26				
<u>YEAR 2: SEMESTER 1</u>							
DSML 211	Organizational Leadership	7	26				
DSML 212	Project Management	7	26				
DSML 213	International Relations	7	26				
<u>YEAR 2: SEMESTER 2</u>							
DSML 221	Strategic Management	7	26				
DSML 222	Enterprise Risk Management	7	26				
DSML 223	Procurement	7	26				
<u>YEAR 3: SEMESTER 1</u>							
DBM 311	Strategic Paper	7	60				

**DIPLOMA IN LIBRARY AND INFORMATION STUDIES**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
YEAR 1: SEMESTER 1											
AWSK 101	Communication and Study Skills 1	5	5	2 Years	Registration Fee: P900.00 (Non-Refundable)  Deposit: P900.00  Instalments: P900.00 per month	P21,600.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P650.00 per subject				
DLIS 112	Introduction to Information Science	5	5								
IICT 101	Computer and Information Skills 1	5	5								
DLIS 114	Introduction to Organising Information	5	5								
DLIS 115	Introduction to Records Management	5	5								
DLIS 116	Introduction to Archives	5	5								
DLIS 117	Introduction to Knowledge Management	5	6								
DLIS 118	Knowledge Management Theory and Practice	5	6								
YEAR 1: SEMESTER 2											
BCOM 101	Communication and Study Skills 2	5	6								
DLIS 122	Computer and Information Skills 2	5	6								
DLIS 123	Collection Development and Management	5	6								
DLIS 124	Knowledge Management Systems	6	19								
DLIS 125	Organising Information	6	19								
DLIS 126	Information Literacy	7	12								
YEAR 2: SEMESTER 1											
DLIS 211	Data and Information Management	6	19								
DLIS 212	Digital Libraries	6	19								
DLIS 213	Library and Information Systems	6	19								
DLIS 214	Social Networking Issues for information Professionals	7	12								
YEAR 2: SEMESTER 2											
DLIS 221	Archival Arrangement and Description	6	19								
DLIS 222	Preservation of Information Materials	6	19								
DLIS 223	Publishing and Book Trade	7	12								
DLIS 224	Practical Placement	6	29								

**DEPARTMENTS**

**BUSINESS**

**EDUCATION**

**HEALTH**

**ENGINEERING**

**LAW**



**DIPLOMA IN PROJECT MANAGEMENT**

COMMON PROJECT MANAGEMENT											
CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
<b><u>YEAR 1: SEMESTER 1</u></b>											
AWSK 101	Academic Writing and Communication Skills	5	10	2 Years 6 Months	Registration Fee: P150.00 (Non-Refundable)	P27,000.00	Mid Semester Fee: P100.00 per subject				
DPM 112	Understanding the Business Environment	6	10								
IICT 101	Basic Computer Applications	5	20								
DPM 114	Records and Information Management	6	10								
BSTS 101	Business Statistics	5	10								
<b><u>YEAR 1: SEMESTER 2</u></b>											
BHRM 102	Human Resources Management	5	10								
BCOM 101	Professional Communication	6	10								
DPM 123	Project Management Fundamentals	6	10								
DPM 124	Project Planning, Organizing and Tracking I	6	10								
DPM 125	Tendering and Contracting in Projects	6	10								
<b><u>YEAR 2: SEMESTER 1</u></b>											
DPM 211	Financial Management	6	10								
DPM 212	Project Appraisal and Proposal Writing	6	10								
DPM 213	Project Time & Communication Management	6	10								
DPM 214	Project Planning, Organizing and Tracking II	6	10								
DPM 215	IT Systems in Project Management	6	10								
<b><u>YEAR 2: SEMESTER 2</u></b>											
DPM 221	Strategic Management	6	10								
DPM 222	Quality Management in Projects	6	10								
DPM 223	Risk Management in Projects	6	10								
DPM 224	Project Monitoring and Evaluation	6	10								
DPM 225	Research Methods	7	20								
<b><u>YEAR 3: SEMESTER 1</u></b>											
DPM 311	Research Project	7	35								

**DIPLOMA IN SECRETARIAL AND ADMINISTRATION SERVICES**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
YEAR 1: SEMESTER 1											
DSA 111	Business Theory and Practice	5	8	3 Years	Application Handling Fee: P150.00 (Non-Refundable)  Deposit: P700.00  Instalments: P700.00 per month *For 1st Year  Instalments: P1,100.00 per month *For 2nd & 3rd Year	P34,800.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P650.00 per subject				
DSA 112	Business Communication	5	8								
DSA 113	Bookkeeping and Accounts	5	8								
DSA 114	Office Procedures and Administration	5	8								
DSA 115	Stores and Inventory Management	5	8								
YEAR 1: SEMESTER 2											
DSA 121	Keyboard and Typing Skills	5	20								
DSA 122	Public Relations	6	8								
DSA 123	Human Resource Management	6	8								
DSA 124	Customer Care Services	6	8								
YEAR 2: SEMESTER 1											
DSA 211	Use of Computer Packages: Word Processing, Spreadsheet	5	20								
DSA 212	Professional Ethics	6	8								
DSA 213	Written Communications	6	8								
DSA 214	Introduction to Botswana Labour Laws	7	8								
DSA 215	Corporate Governance	7	8								
YEAR 2: SEMESTER 2											
DSA 221	Principles and Practice of Management	5	20								
DSA 222	Research Methods	6	8								
DSA 223	Organization Behaviour	6	8								
DSA 224	Entrepreneurship Development	7	8								
DSA 225	Principles of Purchasing & Supplies Management	7	8								
YEAR 3: SEMESTER 1											
DSA 311	Research Project Writing	7	60								
YEAR 3: SEMESTER 2											
DSA 321	Attachment – industrial attachment and office practice experience	7	60								





**CERTIFICATE V IN COMPUTERISED ACCOUNTING**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES	
YEAR 1: SEMESTER 1								
CCA 111	Introduction to Accounting	4	10	1 Year	Registration Fee: P150.00 (Non-Refundable)	P8,400.00	Mid Semester Fee: P100.00 per subject	
CCA 112	Introduction to Business Statistics	4	10					
IIT 101	Introduction to Communication Technology	5	10					
CCA 114	Business Communications	5	10					
CCA 122	Commercial Law	5	12					
YEAR1: SEMESTER 2								
CCA 115	Financial Accounting	5	15		Deposit: P700.00		Instalments: P700.00 per month	Final Exam Fee: P500.00 per subject
CCA 121	Computerized Accounting	5	12					
CCA 123	Business Statistics	5	12					
CCA 124	Ethics for Accountants	5	12					
CCA 125	Computerized Finance	5	10					
CCA 126	Botswana Taxation	5	12					

**CERTIFICATE V IN COMPUTER APPLICATIONS**

Certificate IV in Computer Applications									
Code		Module	LV	CR	Duration	Payment Terms	Total Tuition Fee	Exam Fees	
Year 1: Semester 1									
CSS	111	Communication and Study Skills	5	10	1 Year	Registration Fee: P150.00 (Non-Refundable)	P9,600.00	Mid Semester Fee: P100.00 per subject	
IIT	101	Computer Fundamentals and Information Technology Systems	5	14					
WPA	113	Word Processing	5	18					
ITE	114	Internet Technology and Emails	5	14					
Year 1: Semester 2									
CTM	121	Networking Technology	5	14		Instalments: P800.00 per month		Final Exam Fee: P500.00 per subject	
PSA	122	Presentation Skills	5	18					
DBA	123	Database	5	18					
SSA	124	Spreadsheets	5	18					

**CERTIFICATE V IN CUSTOMS CLEARING AND FREIGHT FORWARDING**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES		
YEAR 1: SEMESTER 1									
CCF 111	Communication Skills	5	10	1 Year	Registration Fee: P150.00 (Non-Refundable)	P8,400.00	Mid Semester Fee: P100.00 per subject		
IIT 101	Computer Skills	5	10						
CCF 113	Life Skills	4	10						
CCF 114	Customer Care and Services	4	10						
CCF 115	Principles of Customs Clearing & Freight Forwarding	5	10						
CCF 116	Shipping, Forwarding and Transport Broking	5	10		Deposit: P700.00				
YEAR 1: SEMESTER 2									
CCF 121	International Trade and Payment Systems	5	10		Instalments: P700.00 per month		Final Exam Fee: P500.00 per subject		
CCF 122	Customs Documentation	5	10						
CCF 123	Customs and Excise Legislation	5	10						
CCF 124	Customs Valuation and Assessments	5	10						
CCF 125	Freight Handling Management	6	10						
CCF 126	Risk Management and Insurance	6	10						

**CERTIFICATE V IN ENTREPRENEURSHIP**

Certificate V in Entrepreneurship								
Code	Module	LV	CR	Duration	Payment Terms	Total Tuition Fee	Exam Fees	
Year 1: Semester 1				1 Year	Registration Fee: P150.00 (Non-Refundable)	P8,400.00	Mid Semester Fee: P100.00 per subject	
CENT 111	Business Communication	5	10					
IIT 101	Computer skills	5	10					
CENT 113	Principles of Business Management	5	10					
CENT 114	Introduction of financial Accounting	5	10					
CENT 115	Small Business Management	5	10					
CENT 116	Principles of Marketing	5	10					
Year 1: Semester 2					Deposit: P700.00		Instalments: P700.00 per month	Final Exam Fee: P500.00 per subject
CENT 121	Principles of Project Management	5	10					
CENT 122	Business Plan Preparation	5	30					
CENT 123	Customer Service	5	10					
CENT 124	Entrepreneurship	5	10					



**CERTIFICATE V IN LOGISTICS AND TRANSPORT MANAGEMENT**

CODE		MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 1: SEMESTER 1								
CLT	111	Introduction to Business Communication	4	10	1 Year	Registration Fee: P150.00 (Non-Refundable)	P8,400.00	Mid Semester Fee: P100.00 per subject
IIT	101	Introduction to Computer Applications	4	10				
CLT	113	Principles of Purchasing and Supply	5	12				
CLT	114	Introduction to Accounting	5	12				
CLT	115	Principles of Logistics	5	10				
			5	10				
YEAR 1: SEMESTER 2								
CLT	121	Principles of Management	5	12		Instalments: P700.00 per month	P8,400.00	Final Exam Fee: P500.00 per subject
CLT	122	Introduction to Quantitative Methods	5	14				
CLT	123	Principles of Transport Management	5	12				
CLT	124	Principles of Economics	5	14				
CLT	125	Health and Safety	5	12				

**CERTIFICATE V IN MARKETING**

CODE		MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES	
YEAR 1: SEMESTER 1					1 Year		P8,400.00	Mid Semester Fee: P100.00 per subject	
CM	111	Finance and Accounting	5	15		Registration Fee: P150.00 (Non-Refundable)			
CM	112	Principles of Marketing	5	15					
CM	113	Personal Development Planning	5	15					
CM	114	Integrated Marketing Communications	5	15					
YEAR 1: SEMESTER 2						Deposit: P700.00			
CM	121	Market Research	5	15		Instalments: P700.00 per month			Final Exam Fee: P500.00 per subject
CM	122	Human Resources Management	5	15					
CM	123	Fundamentals of Entrepreneurship	5	15					
CM	124	Organizational Behaviour	5	15					

**CERTIFICATE V IN MARKETING AND RETAIL MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 1: SEMESTER 1				1 Year	Registration Fee: P150.00 (Non-Refundable)	P8,400.00	Mid Semester Fee: P100.00 per subject
CMRM 111	English and Communication	4	8				
IIT 101	End User Computing	4	8				
CMRM 113	Basic Entrepreneurial Skills	5	11				
CMRM 114	Introduction to Applied Accounting Skills	5	11				
CMRM 115	Management Principles	5	11		Deposit: P700.00		Final Exam Fee: P500.00 per subject
CMRM 116	Fundamentals of Marketing	5	11				
YEAR 1: SEMESTER 2							
CMRM 121	Fundamentals of Merchandising Decisions	5	11				
CMRM 122	Basic Retail Buying & Logistics	5	11				
CMRM 123	Fundamental of Retail Marketing	5	11				
CMRM 124	Customer Service	5	11				
CMRM 125	Basics of Visual Merchandising	5	11				
Electives (Choose 1)					Instalments: P700.00 per month		
CMRM 126	Introduction to Advertising	5	11				
CMRM 127	Introduction to Inventory management	5	11				

**CERTIFICATE V IN PURCHASING AND SUPPLY MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<u>YEAR 1: SEMESTER 1</u>				1 Year	Registration Fee: P150.00 (Non-Refundable)	P8,400.00	Mid Semester Fee: P100.00 per subject
CPSM 111	Customer Service	4	15				
CPSM 112	Business Communication and Study Skills	4	15				
CPSM 113	Stores Management	5	18				
IIT 101	Introduction to Information Technology	4	12				
<u>YEAR 1: SEMESTER 2</u>					Deposit: P700.00		Final Exam Fee: P500.00 per subject
CPSM 121	Negotiations	5	19				
CPSM 122	Supply Chain Management	6	20				
CPSM 123	Logistics and Transportation	5	18				
CPSM 124	Total quality management	5	16	Instalments: P700.00 per month			



**CERTIFICATE V IN TOURISM**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 1: SEMESTER 1</b>							
IIT 101	End User Computing	4	8	1 Year	Registration Fee: P150.00 (Non-Refundable)  Deposit: P600.00	P7,200.00	Mid Semester Fee: P100.00 per subject
CTM 112	Introduction to Communication skills	4	8				
CTM 113	Introduction to Applied Accounting Skills	4	8				
CTM 114	Introduction to Tourism	5	12				
CTM 115	Introduction to Tourism Marketing	5	12				
CTM 116	Tourism Destination 1	5	12				
<b>YEAR 1: SEMESTER 2</b>							
CTM 121	Transport Industry, Fares and Ticketing	5	12	1 Year	Instalments: P600.00 per month	P7,200.00	Final Exam Fee: P500.00 per subject
CTM 122	Customer Service in Tourism	5	12				
CTM 123	Travel and Tourism Agency Operations	5	12				
CTM 124	Health, Safety and Security	5	12				
CTM 125	Community based Tourism	5	12				

**CERTIFICATE V IN RECORDS AND ARCHIVES MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 1: SEMESTER 1				1 Year	Registration Fee: P150.00 (Non-Refundable)  Deposit: P700.00  Instalments: P700.00 per month	P8,400.00	Mid Semester Fee: P100.00 per subject       Final Exam Fee: P500.00 per subject
CSS 111	Business Communication	4	12				
IIT 101	Computer and Study Skills	5	10				
WPA 113	Introduction to Library & Information Studies	6	20				
ITE 114	Introduction to Records Management	5	15				
YEAR 1: SEMESTER 2							
CTM 121	Principles of Business Management and Administration	4	12				
PSA 122	Introduction to Archives	5	15				
DBA 123	Modern Office Practice and Management	5	18				
SSA 124	Electronic Records Management	5	15				

**CERTIFICATE V IN BUSINESS MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 1: SEMESTER 1</b>							
CBM 111	Principles of Marketing	5	10	1 Year	Registration Fee: P150.00 (Non-Refundable)  Deposit: P700.00	P8,400.00	Mid Semester Fee: P100.00 per subject
CBM 112	Personal Development Planning	5	10				
IIT 101	Introduction to Information Technology	5	10				
CBM 114	Introduction to Business Communication	5	10				
CBM 115	Principles of Management	5	10				
CBM 116	Introduction to Entrepreneurship	5	10				
<b>YEAR 1: SEMESTER 2</b>							
CBM 117	Business Management	5	12	1 Year	Instalments: P700.00 per month	P8,400.00	Final Exam Fee: P500.00 per subject
CBM 118	Market Research	5	12				
CBM 119	Human Resource Management	5	12				
CBM 120	Finance and Accounting	5	12				
CBM 121	Public Relations and the Media	5	12				

**CERTIFICATE V IN HUMAN RESOURCES MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 1: SEMESTER 1</b>							
CHRM 111	Business Communication	4	10	1 Year	Registration Fee: P150.00 (Non-Refundable)  Deposit: P700.00	P8,400.00	Mid Semester Fee: P100.00 per subject
IIT 101	Introduction to Information Technology	4	10				
CHRM 113	Principles of Management	5	10				
CHRM 114	Introduction to Human Resources Management	5	15				
CHRM 115	Recruitment and Selection	5	15				
<b>YEAR 1: SEMESTER 2</b>							
CHRM 121	Compensation	5	15	1 Year	Instalments: P700.00 per month	P8,400.00	Final Exam Fee: P500.00 per subject
CHRM 122	Training & Development	5	15				
CHRM 123	Performance Management	5	15				
CHRM 124	Employee Relations & Employment Law	5	15				

**CERTIFICATE V IN LEADERSHIP DEVELOPMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 1: SEMESTER 1</b>							
CLDT 111	Entrepreneurship Development	5	12	1 Year	Registration Fee: P150.00 (Non-Refundable)	P8,400.00	Mid Semester Fee: P100.00 per subject
CLDT 112	Business Communication	5	12				
CLDT 113	Personnel Mastery	5	12				
CLDT 114	Financial Management for non-finance	5	12				
CLDT 115	Managers Management	5	12				
CLDT 115	Leadership Development	5	12		Deposit: P700.00		
<b>YEAR 1: SEMESTER 2</b>					Instalments: P700.00 per month	P8,400.00	Final Exam Fee: P500.00 per subject
CLDT 121	Strategic Decision Making	5	12				
CLDT 122	Project management	5	12				
CLDT 123	Executive Leadership Practices	5	12				
CLDT 124	Leading Across Culture	5	12				
CLDT 125	Building High Performance Organisations	5	12				

**CERTIFICATE V IN PROJECT MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 1: SEMESTER 1</b>							
IIT 101	Principles of Management	4	8	1 Year	Registration Fee: P150.00 (Non-Refundable)	P8,400.00	Mid Semester Fee: P100.00 per subject
CTM 112	Introduction to Business Communication	4	8				
CTM 113	Human Resource Management in Projects	4	8				
CTM 114	Principles of Entrepreneurship	4	8				
CTM 115	Computers and Project Management	5	12				
CTM 116	Introduction to Project Management	5	12		Instalments: P700.00 per month	P8,400.00	Final Exam Fee: P500.00 per subject
CPM 117	Health and Safety	5	12				
<b>YEAR 1: SEMESTER 2</b>							
CTM 121	Project Strategy	5	12				
CTM 122	Project Risk Management	5	12				
CTM 123	Project Monitoring and Evaluation	5	12				
CTM 124	Managing Quality in Projects	5	12				
CTM 125	Project Management Systems	5	12				
CPM 126	Managing Work and Costs	5	12				
<b>Electives (Choose 1)</b>							
CPM 127	Strategic Management	5	12				
CPM 128	Financial Accounting	5	12				
CPM 129	Marketing Management	5	12				

**CERTIFICATE V IN SECRETARIAL STUDIES**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 1: SEMESTER 1</b>							
CSS 111	Communication and Study skills	5	12	1 Year	Registration Fee: P150.00 (Non-Refundable)	P8,400.00	Mid Semester Fee: P100.00 per subject
IIT 101	Introduction to Computer Skills	5	12				
CSS 113	Problems Solving	5	13				
CSS 114	Customer Service	5	13				
CSS 115	Book-Keeping and Accounts	5	15				
<b>YEAR 1: SEMESTER 2</b>					Deposit: P700.00	P8,400.00	Final Exam Fee: P500.00 per subject
CSS 121	Business Communication	5	13				
CSS 122	Public Relations	5	13				
CSS 123	Office Procedures	6	15				
CSS 124	Introduction to MS Office	6	14				
<b>Electives (Choose 1)</b>					Instalments: P700.00 per month	P8,400.00	Final Exam Fee: P500.00 per subject
CSS 125	Shorthand Speed	5	12				
CSS 126	Audio Transcription	5	12				



**CERTIFICATE V IN SECURITY RISK MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 1: SEMESTER 1				1 Year	Registration Fee: P150.00 (Non-Refundable)	P8,400.00	Mid Semester Fee: P100.00 per subject
CSRM 112	Introduction to Business Communication	5	5				
CSRM 113	Customer Service	4	5				
IIT 101	Introduction to Computer Software Applications	4	5				
CSRM 115	Principles of Management	5	6				
CSRM 116	Introduction to Security Practice	5	12				
CSRM 117	Introduction to Criminal Law	5	10				
CSRM 118	Human Rights, Diversity and Inclusion	5	10				
YEAR 1: SEMESTER 2					Instalments: P700.00 per month	P8,400.00	Final Exam Fee: P500.00 per subject
CSRM 111	Occupational Health and Safety	4	4				
CSRM 121	Security Risk and Disaster Management	5	12				
CSRM 122	Introduction to Corporate Crimes	5	10				
CSRM 123	Introduction to Forensic Psychology	5	10				
CSRM 124	Basic Security Investigations	5	10				
CSRM 125	Physical Security and Asset Protection	5	11				
Electives (Choose 1)							
CSRM 126	Introduction to Cyber Crime	4	5				
CSRM 127	Assets in Transit	4	5				
CSRM 128	VIP Protection and Event Security	4	5				

**CERTIFICATE V IN REAL ESTATE**

CODE		MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 1: SEMESTER 1					1 Year	Registration Fee: P150.00 (Non-Refundable)  Deposit: P600.00  Instalments: P600.00 per month	P7,200.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P500.00 per subject
CRE 111	IIT 101	Introduction to Business Communication Computer Skills	4 4	10 10				
CRE 113		Customer Service	5	12				
CRE 114		Introduction to Property Management	5	12				
CRE 115		Property Economics & Finance	5	14				
YEAR 1: SEMESTER 2								
CRE 211		Introduction to Building Technology	5	12				
CRE 122		Introduction to Real Estate Agency	5	12				
CRE 123		Introduction to Property Law	5	12				
CRE 124		Introduction to Property marketing	5	12				
CRE 125		Introduction to Property Valuation	5	14				

**CERTIFICATE IV IN SECRETARIAL STUDIES**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
FCSS 101	Bookkeeping and Accounts	4	10	6 Months	Registration Fee: P150.00 (Non-Refundable)  Deposit: P600.00  Instalments: P600.00 per month	P3,600.00	Mid Semester: P100.00 Per module  Final Exam P450.00 Per Module
FCSS 102	Computer skills	4	10				
FCSS 103	Office Procedures	4	20				
FCSS 104	Customer Service	4	10				
FCSS 105	English for Business Communication	4	10				

**HEALTH AND SOCIAL SERVICE DEPARTMENT**
**BACHELOR OF SCIENCE IN COUNSELLING PSYCHOTHERAPY**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
YEAR 1: SEMESTER 1											
BCPS 111	Adjustment to Tertiary Education I	5	16	4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P96,000.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P800.00 per subject				
BCPS 112	Theory, History & Philosophy in Psychotherapy	7	48								
BCPS 113	Human Rights and Social Advocacy	7	6								
BCPS 114	Introduction to Psychology	7	6								
BCPS 115	Computer Fundamentals	7	6								
YEAR 1: SEMESTER 2											
BCPS 121	Adjustment to Tertiary Education II (Communication & Study Skills)	6	10								
BCPS 122	Emerging Issues in Psychotherapy I	5	24								
BCPS 123	Biomedical Dynamics in Psychotherapy	6	48								
YEAR 2: SEMESTER 1											
BCPS 211	Adjustment to Tertiary Education III (Research Methods)	7	24								
BCPS 212	Diagnosis & Assessment	7	38								
BCPS 213	Emerging Issues in Psychotherapy II	7	24								
YEAR 2: SEMESTER 2											
BCPS 211	Research & Evidence Generation	7	26								
BCPS 222	Ethico-Legal Issues	7	24								
Electives (Choose 2)											
BCPS 223	Fundamentals of Guidance and Counselling	7	6								
BCPS 224	Human Services	7	6								
BCPS 225	Community Based Health	7	6								
YEAR 3: SEMESTER 1											
BCPS 311	Leadership & Supervision	7	36								
BCPS 312	Practical Application I:(Block Placement I)	7	12								
Electives (Choose 2)											
BCPS 313	Fundamentals of Project Management	7	6								
BCPS 314	Bioethics	7	6								
BCPS 315	Youth Counselling	7	6								
YEAR 3: SEMESTER 1											
BCPS 321	Practical Application II (Block Placement II)	7	26								
BCPS 322	Multidisciplinary Approach in Service Delivery I	7	12								
BCPS 323	Multidisciplinary Approach in Service Delivery II (Mediation and Conflict Management)	7	12								
Electives (Choose 1)											
BCPS 324	Multidisciplinary Approach in Service Delivery III (Diversity And Ethics For Counselling Skills)	7	12								
BCPS 325	Multidisciplinary Approach in Service Delivery IV (Workplace Counselling)	7	12								
YEAR 4: SEMESTER 1											
BCPS 411	Practical Application III: (Research Project Proposal)	7	15								
BCPS 412	Practical Application IV:(Dissertation)	8	35								
YEAR 4: SEMESTER 2											
BCPS 421	Practical Application V: (Industrial Attachment)	7	40								



**BACHELOR OF COMMUNITY DEVELOPMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
<b><u>YEAR 1: SEMESTER 1</u></b>											
AWSK 101	Introduction to Communication & Study Skills (Academic Writing & Communication Skills)	5	10	4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P96,000.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P800.00 per subject				
IICT 101	Introduction to Computer and Information Technology (International Computer Driver's License)	5	12								
BCD 113	Introduction to Psychology	5	10								
BCD 114	Introduction to Sociology	6	10								
BCD 115	Introduction to Community Development	6	12								
<b><u>YEAR 1: SEMESTER 2</u></b>											
BCD 121	Introduction to Social Work	6	12								
BCD 122	Introduction to Economics	6	10								
BCD 123	Social Psychology	6	12								
BCD 124	Population and Human Development	6	12								
BCD 125	Introduction to Policy Development	6	12								
<b><u>YEAR 2: SEMESTER 1</u></b>											
BCD211	Introduction to Entrepreneurship & Innovation	6	10								
BCD212	Social Policy and Administration	6	12								
BCD213	Sustainable Livelihoods Approach	6	12								
BCD214	Poverty Alleviation and Social Development	6	12								
BCD215	Finance for Non-finance Manager	6	12								
<b><u>YEAR 2: SEMESTER 2</u></b>											
BCD221	Fundamentals of Venture Creation	7	14								
BCD222	Urban and Rural Development	6	12								
BCD223	Sustainable Development	6	12								
BCD224	Leadership and Management	6	12								
BCD225	Community Empowerment	6	12								
<b><u>YEAR 3: SEMESTER 1</u></b>											
BCD311	Professional Communication	6	12								
BCD312	Group Dynamics and Facilitation	7	10								
BCD313	Local Economic Development	7	14								
BCD314	Gender and Development	7	14								
BCD315	Social Research Methods (Research Methods in Social Sciences)	7	14								
<b><u>YEAR 3: SEMESTER 2</u></b>											
BCD321	Professional Ethics	7	14								
BCD322	Community Based Participatory Research	7	14								
BCD323	Community Development Practice	7	14								
BCD324	Governance and Social Development	7	14								
<b><u>Electives (Choose 1)</u></b>											
BCD325	Public Relations (Public Speaking)	6	10								
BCD326	Introduction to Counselling	6	10								
BCD327	Disaster Management	7	10								
<b><u>YEAR 4: SEMESTER 1</u></b>											
BCD411	Research Proposal and Writing	7	24								
BCD412	Industrial Attachment (Practicum)	7	48								
<b><u>YEAR 4: SEMESTER 2</u></b>											
BCD421	Conflict Management	7	14								
BCD422	Project Management	7	14								
BCD423	Program Planning and Evaluation	7	14								
BCD424	Research Project	7	30								
<b><u>Electives (Choose 1)</u></b>											
BCD425	Community Development and Partnerships	6	10								
BCD426	Health Education and Promotion	7	10								
BCD427	Records and Information Management	6	10								

**BACHELOR OF SCIENCE IN PUBLIC HEALTH****CONTINUED ►**



**BACHELOR OF SCIENCE IN PUBLIC HEALTH**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES									
YEAR 2: SEMESTER 2																
BSCPH206	Health Informatics	6	10	4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P96,000.00	Mid Semester Fee: P100.00 per subject          Final Exam Fee: P800.00 per subject									
BSCPH207	Health Issues across the Lifespan	7	15													
BSCPH208	Health Promotion and Education	7	15													
BSCPH209	Introduction to Public Health and Ethics	7	15													
YEAR 3: SEMESTER 1																
BSCPH301	Community Assessment, Engagement & Advocacy	7	12													
BSCPH302	Nutrition and Food Safety	7	12													
BSCPH303	Public Health Administration & Health Economics	7	15													
BSCPH304	Counselling and Psychosocial Support	7	10													
BSCPH305	Alternative Medicine															
BSCPH306	Public Health Surveillance and Reporting															
BSCPH307	Quality & Safety in Health Care Organizations															
BSCPH308	Systems Thinking															
YEAR 3: SEMESTER 2																
BSCPH309	Project Management and Entrepreneurship	7	12													
BSCPH310	Epidemiology	7	15													
BSCPH311	Management of Healthcare Systems & Policy	7	15													
BSCPH312	Research Methods	7	15													
YEAR 4: SEMESTER 1																
BSCPH401	Public Health Practice	7	70													
YEAR 4: SEMESTER 2																
BSCPH402	Accident, Prevention and Risk Management	7	12													
BSCPH403	Program Development Planning & Implementation	7	15													
BSCPH404	Research Project	7	30													

**BACHELOR OF PUBLIC HEALTH**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES								
YEAR 1: SEMESTER 1															
AWSK 101	Academic Writing & Communication Skills	5	12	4 Years	Application Handling Fee: P400.00 (Non-Refundable)	P96,000.00	Mid Semester Fee: P100.00 per subject								
IICT 101	International Computer Driving License (Introduction to IT)	5	20												
BPH 113	Introduction to Sociology	6	10												
BPH 114	Introduction to Psychology	6	10												
BPH 115	Introduction to Counselling	6	10												
YEAR 1: SEMESTER 2															
BPH 121	Introduction to Entrepreneurship	6	10												
BPH 122	Public Health Nutrition	6	10												
BPH 123	Gender and Health	6	10												
BPH 124	Venture and Wealth Creation	6	10												
BPH 125	Fundamentals of Health Policy	6	14												
YEAR 2: SEMESTER 1															
BPH 211	Social & Behavioural Aspects of Public Health (Pre-requisite)	6	14					4 Years	Deposit: P2,000.00	P96,000.00	Final Exam Fee: P800.00 per subject				
BPH 212	Health Education, Communication & Promotion	6	14												
BPH 213	Disease Prevention & Control	6	14												
BPH 214	Community Health	6	14												
BPH 215	Communication Development & Partnerships (Pre-requisite)	6	14												
YEAR 2: SEMESTER 2															
BPH 221	Introduction to Biostatistics	7	14												
BPH 222	Global Burden of Disease	7	14												
BPH 223	Introduction to Epidemiology	7	14												
BPH 224	Introduction to Public Health	7	14												
BPH 225	Environmental & Occupational Health	7	14												

**CONTINUED**

**BACHELOR OF PUBLIC HEALTH**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 3: SEMESTER 1</b>				4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P96,000.00	Mid Semester Fee: P100.00 per subject  <

**BACHELOR OF SCIENCE IN HEALTH PROMOTION AND DISEASE PREVENTION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
YEAR 1: SEMESTER 1											
IICT 101	Computer Skills and Literacy	5	10	4 Years	Application Handling Fee: P400.00 (Non-Refundable)	P96,000.00	Mid Semester Fee: P100.00 per subject				
AWSK101	Communication and Study Skills	5	10								
BSHP113	Epidemiology	5	15								
BSHP114	Microbiology	6	15								
YEAR 1: SEMESTER 2											
BSHP121	Biostatistics	5	15								
BSHP122	Human Anatomy	6	15								
BSHP123	General Pathology	6	15								
BSHP124	Biochemistry	6	15								
YEAR 2: SEMESTER 1											
BSHP211	Social Determinants of Health	6	15								
BSHP212	Health Promotion and Disease Prevention I	6	15								
BSHP213	Communicable & Non-communicable Diseases	6	15								
YEAR 2: SEMESTER 2											
BSHP214	Primary Healthcare	6	15								
BSHP221	Nutrition and Food Safety	6	15								
BSHP222	Health Promotion and Disease Prevention II	7	15								
BSHP223	Bioethics	7	15								
BSHP224	Health Risk Management	7	15								
YEAR 3: SEMESTER 1											
BSHP311	Environmental Health	7	15								
BSHP312	Occupational Health & Safety	7	15								
BSHP313	Health Systems and Policy	6	15								
BSHP314	Community Health	7	15								
YEAR 3: SEMESTER 2											
BSHP321	Research Methods	7	20								
BSHP322	Traditional/Alternative Medicine	7	15								
BSHP323	International Health	7	25								
BSHP324	School Health Program	7	15								

**CONTINUED**





**DIPLOMA IN COMMUNITY DEVELOPMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES								
YEAR 1: SEMESTER 1															
IIT 101	International Computer Drivers License (Introduction To Information Technology)	5	20	3 Years	Application Handling Fee: P150.00 (Non-Refundable)	P34,800.00	Mid Semester Fee: P100.00 per subject								
AWSK 101	Communications and Academic Writing Skills	5	10												
DCD 113	Introduction to Psychology	5	10												
DCD 114	Introduction to Sociology	6	10												
DCD 115	Introduction to Counselling	6	12												
YEAR 1: SEMESTER 2															
DCD 121	Community Health	6	12												
DCD 122	Introduction to Development Policy	6	12												
DCD 123	Resource Mobilization and Proposal Writing	6	12												
DCD 124	Introduction to Community Development	6	12												
DCD 125	Introduction to Social Work	6	12												
DCD 126	Poverty, Inequality and Development	6	12												
YEAR 2: SEMESTER 1															
DCD 211	Participatory Monitoring and Evaluation of Community Projects	6	12		Deposit: P700.00			Instalments: P700.00 (per month) *For 1st Year	Final Exam Fee: P650.00 per subject						
DCD 212	Sustainable Livelihoods Approach	6	14												
DCD 213	Community Development and Social Change	6	14												
DCD 214	Community Nutrition	6	12												
DCD 215	Fundamentals of Project Management	6	12												
YEAR 2: SEMESTER 2 (4 CORE + 1 ELECTIVE)															
DCD 221	Fundamentals of Project Management	6	12				Instalments: P1,100.00 (per month) *For 2nd & 3rd Year								
DCD 222	Ethical Issues and Cultural Awareness	7	14												
DCD 223	Records and Information Management	7	14												
DCD 224	Gender and Development	7	14												
Electives (Choose 1)															
DCD 225	Public Relations Management	6	12												
DCD 226	Building Effective Community Partnerships	6	12												
YEAR 3: SEMESTER 1 (3 CORE + 1 ELECTIVE)															
DCD 311	Community Development Practice	7	14												
DCD 312	Research Methods in Social Sciences	7	14												
DCD 314	Professional Communication	7	10												
Electives (Choose 1)															
DCD 313	Health Education and Promotion	7	14												
DCD 315	Introduction to Disaster Management	7	14												
YEAR 3: SEMESTER 2															
DCD 321	Community Based Participatory Research	7	14												
DCD 322	Field Practice	6	34												

**DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 1: SEMESTER 1							
DOHS 111	Communication & Study skills	5	10	2 Years	Application Handling Fee: P150.00 (Non-Refundable)	P26,400.00	Mid Semester Fee: P100.00 per subject
DOHS 112	Information Technology	5	10				
DOHS 113	Occupational Health & Safety Management Practice 1	6	12				
DOHS 114	Safety Principle & Practice 1	6	12				
DOHS 115	Organizational Behavior & Ethics	6	12				
DOHS 116	Occupational Health & Safety Legislation	6	12				
YEAR 1: SEMESTER 2							
DOHS 121	Industrial Ergonomics	6	12		Instalments: P1,100.00 per month	Final Exam Fee: P650.00 per subject	
DOHS 122	Epidemiology	6	12				
DOHS 123	Environmental Management	6	12				
DOHS 124	Occupational Health & Safety Management II	6	12				
DOHS 125	Safety Principle & Practice II	6	12				
DOHS 126	Biostatistics & Research	6	12				

**CONTINUED**



**DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 2: SEMESTER 1 (5 CORE + 1 ELECTIVE)							
DOHS 211	Risk management	6	12	2 Years	Application Handling Fee: P150.00 (Non-Refundable)	P26,400.00	Mid Semester Fee: P100.00 per subject
DOHS 212	Emergency and Disaster Management	6	12				
DOHS 213	Occupational Hygiene	6	12				
DOHS 214	Toxicology	6	12				
DOHS 215	Accident Investigation and Prevention	6	12				
Electives (Choose 1)					Deposit: P1,100.00	P26,400.00	Final Exam Fee: P650.00 per subject
DOHS 216	Building Maintenance	7	12				
DOHS 217	Labour Law	7	12				
					Instalments: P1,100.00 per month	P26,400.00	Final Exam Fee: P650.00 per subject
YEAR 2: SEMESTER 2							
DOHS 221	Industrial Attachment and Report	6	30				

**DIPLOMA IN PUBLIC HEALTH**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
YEAR 1: SEMESTER 1											
AWSK101	Academic Writing & Communication Skills	5	10	3 Years	Application Handling Fee: P150.00 (Non-Refundable)  Deposit: P700.00  Instalments: P700.00 (per month) *For 1st Year  Instalments: P1,100.00 (per month) *For 2nd & 3rd Year	P34,800.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P650.00 per subject				
DPH112	Primary Health Care	6	12								
IICT101	Computing and Application Programs	6	12								
DPH114	Introduction to Sociology	6	12								
DPH115	Introduction to Psychology	6	12								
YEAR 1: SEMESTER 2											
DPH121	Global Burden of Disease	6	12								
DPH122	Introduction to Counselling	6	12								
DPH123	Introduction to Public Health	6	10								
DPH124	Public Health Nutrition	7	14								
DPH125	Health Promotion	5	10								
YEAR 2: SEMESTER 1											
DPH211	Community Health	6	12								
DPH212	Introduction to Biostatistics	6	12								
DPH213	Social & Behavioral Sciences	5	10								
DPH214	Fundamentals of Health Policy	6	14								
DPH215	Sexual & Reproductive Health	7	14								
YEAR 2: SEMESTER 2											
DPH221	Disease Prevention & Control	6	12								
DPH222	Environmental & Occupational Health	6	12								
DPH223	Health Management Information System	7	14								
DPH224	Health Program Planning & Development	7	14								
Electives (Choose 1)											
DPH225	Intro to Project Management	6	12								
DPH226	Disaster Management	6	12								
YEAR 3: SEMESTER 1											
DPH311	Leadership and Management	7	14								
DPH312	Gender and Health	7	14								
DPH313	Epidemiology	7	14								
DPH314	Introduction to Research Methods	5	10								
Electives (Choose 1)											
DPH315	Drugs, Alcohol and Society	6	12								
DPH316	Introduction to Entrepreneurship	6	12								
YEAR 3: SEMESTER 2											
DPH321	Public Health Practicum	6	60								

**DIPLOMA IN COUNSELLING (TRAUMA)**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
YEAR 1: SEMESTER 1											
DCT111	Fundamentals of Guidance & Counselling			2 Years	Application Handling Fee: P150.00 (Non-Refundable)	P26,400.00	Mid Semester Fee: P100.00 per subject				
DCT112	Personal Growth and Development	6	12								
IICT101	Basic Computer Skills	4	12								
AWSK101	Communication and Study Skills	5	12								
		5	12								
YEAR 1: SEMESTER 2											
DCT121	Basic Theories of Counselling	6	12								
DCT122	Human Growth and Development	6	12								
DCT123	Relational Principles in Counselling	6	12								
DCT124	Trauma in Health	6	24								
YEAR 2: SEMESTER 1											
DCT211	Counselling Skills and Techniques	6	12	2 Years	Deposit: P1,100.00  Instalments: P1,100.00 per month	P26,400.00	Final Exam Fee: P650.00 per subject				
DCT212	Emerging Psychosocial Issues	6	12								
DCT213	Ethics and Multiculturalism	6	12								
DCT214	Reflective Practitioner in Counselling	6	12								
DCT215	Counselling Applied: Practice	6	40								
YEAR 2: SEMESTER 2											
DCT221	Basic Research Principles	6	12								
DCT222	Transformational Leadership	6	12								
DCT223	Life Skills Education (LSE)	5	10								
DCT224	Principles of Disaster Management in Counselling	5	10								
DCT225	Stress in Trauma Management	5	10								

**DIPLOMA IN SOCIAL WORK**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES			
<b><u>YEAR 1 SEMESTER 1</u></b>										
DSW111	Basic Computer Skills	6	12	3 Years	Application Handling Fee: P150.00 (Non-Refundable)	P34,800.00	Mid Semester Fee: P100.00 per subject			
DSW112	Interpersonal Communication	5	10							
DSW113	Human Development & Growth	5	10							
DSW114	Introduction to Sociology	5	10							
DSW115	Fundamental Principles & Practices of Social Work	6	12							
<b><u>YEAR 1 SEMESTER 2</u></b>										
DSW121	Communication & Academic Literacy Skills	6	12		Deposit: P700.00			P34,800.00	Final Exam Fee: P650.00 per subject	
DSW122	Elementary Statistics	6	12							
DSW123	Social Work & Social Development	6	12							
DSW124	Introduction to Community Development	7	15							
DSW 125	Social Work with Families & Children	6	12							
<b><u>YEAR 2 SEMESTER 1</u></b>										
DSW 211	Social Work with Communities & Groups	6	12	Instalments: P700.00 (per month) *For 1st Year	P34,800.00	Final Exam Fee: P650.00 per subject				
DSW 212	Social Services in Botswana	6	12							
DSW 213	Basic Counselling Skills	6	12							
DSW 214	Introduction to Social Psychology	6	12							
DSW 215	Social Policy & Administration	7	15							
<b><u>YEAR 2 SEMESTER 2</u></b>										
DSW 221	Social Research Methods	6	12	Instalments: P1,100.00 (per month) *For 2nd & 3rd Year			P34,800.00	Final Exam Fee: P650.00 per subject		
DSW 222	AIDS & Home-Based Care	6	12							
DSW223	Management in the Human Services	6	12							
DSW224	Social Work & Health Service	6	12							
DSW225	Ethics and the Law in Social Work	6	12							
<b><u>YEAR 3 SEMESTER 1 (ELECTIVES CHOOSE 4)</u></b>										
DSW311	Child Protection, Advocacy & Children's Rights	7	15		P34,800.00	Final Exam Fee: P650.00 per subject				
DSW312	Health Policy & Behavioral Change	7	15							
DSW313	Health & Environmental Science	7	15							
DSW314	Genders Issues in Social Work	7	15							
DSW315	Labour Relations	7	15							
DSW316	Improving Human Services	7	15							
<b><u>YEAR 3 SEMESTER 2</u></b>										
DSW321	Industrial Attachment	6	60							



**CERTIFICATE V IN PUBLIC HEALTH**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES			
	<b><u>YEAR 1: SEMESTER 1</u></b>									
CEPH 111	Statistics	4	8	1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P9,600.00	Mid Semester Fee: P100.00 per subject			
CEPH 112	Natural Sciences (Medical Microbiology, Anatomy and Physiology)	4	10							
CEPH 113	Social & Behaviour Sciences	5	8							
CEPH 114	Interpersonal Communication	5	8							
CEPH 115	Basic Mathematics	5	8							
CEPH 116	Introduction to Epidemiology	5	10							
	<b><u>YEAR 1: SEMESTER 2 (5 CORE + 2 ELECTIVE)</u></b>									
CEPH 121	Principles of Public Health	5	10							
CEPH 122	Introduction to Health Promotion	5	8							
CEPH 123	Environmental Health	5	8							
CEPH 124	Occupational Health & Safety	5	8							
CEPH 124	Industrial Attachment & Report Writing	5	30							
	<b><u>Electives (Choose 2)</u></b>									
CEPH 125	Monitoring and Evaluation	5	8							
CEPH 126	Community Health	5	8							
CEPH 127	HIV Counselling & Testing	5	8							
CEPH 128	Communicable & Non Communicable Diseases	5	8							
CEPH 129	Drugs and Alcohol Abuse	5	8							
CEPH 130	Sexual Reproductive Health	5	8							

**CERTIFICATE V IN HEALTH AND SAFETY MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
YEAR 1: SEMESTER 1											
CHSM111	Introduction to Computers	5	10	1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P9,600.00	Mid Semester Fee: P100.00 per subject				
CHSM112	Business Communication	5	10								
CHSM113	Essentials of Health and Safety Legislation	6	16								
CHSM114	Safety Practices and Principles	5	14								
CHSM115	Accident and Emergency Procedures	6	16								
YEAR 1: SEMESTER 2 (4 CORE + 1 ELECTIVE)											
CHSM121	Occupational Health and Safety Practices	5	14		1 Year	Deposit: P800.00	P9,600.00	Final Exam Fee: P500.00 per subject			
CHSM122	Organizational Behavior and Ethics	5	14								
CHSM123	Environmental Management	5	14								
CHSM124	Industrial Attachment	5	18								
Electives (Choose 1)											
CHSM125	Occupational Health Diseases	5	12			Instalments: P800.00 per month					
CHSM126	Occupational Health Law	5	12								

**CERTIFICATE V IN COUNSELLING**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES	
	<b><u>YEAR 1: SEMESTER 1</u></b>							
CC111	Introduction to Communication	4	10	1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P8,400.00	Mid Semester Fee: P100.00 per subject	
IIT101	Introduction to Computer applications	4	10					
CC113	Moral Obligations and Social Care	5	12					
CC114	Theories of Counselling	5	12					
CC115	Youth counselling	4	12					
	<b><u>YEAR 1: SEMESTER 2</u></b>							
CC121	Counselling Skills and Personal Development	5	12			Deposit: P700.00  Instalments: P700.00 per month	P8,400.00	Final Exam Fee: P500.00 per subject
CC122	Counselling on Substance Abuse	5	12					
CC123	Diversity and Ethics for Counselling Skills	5	12					
CC124	Workplace Counselling	5	12					
CC125	Counselling Practicum	5	16					

**CERTIFICATE V IN FIRE SAFETY**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES	
YEAR 1: SEMESTER 1				1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P8,400.00	Mid Semester Fee: P100.00 per subject	
IOF 101	Introduction to Office Systems & Procedures	4	5					
BCF 102	Building Construction	4	5					
HRF 103	Human Resource Management	4	5					
PBF 104	Perusing Building Plans	4	5					
AFC 105	Aviation Fire Safety	5	5					
FSC 106	Fire Service Leadership	5	10					
FSC 107	Fire Safety Principles and Practice	5	10					
ICC 108	Incident Command	5	20					
YEAR 1: SEMESTER 2					Deposit: P700.00		Instalments: P700.00 per month	Final Exam Fee: P500.00 per subject
FSC 201	Fire Suppression Technology	5	20					
ITC 202	Instructional techniques	5	20					
HSC 203	Project (Fire Prevention)	5	10					
FSC 204	Health and Safety Management	5	10					
FIC 205	Fire Service Science	5	10					
IIE 206	Fire Investigation	5	5					
FFE 207	Introduction to ICT	5	5					
PFC 208	Fire Fighter 1	5	10					

**CERTIFICATE V IN SOCIAL WORK**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 1: SEMESTER 1				1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P8,400.00	Mid Semester Fee: P100.00 per subject
CSW111	Introduction to Sociology	5	10				
CSW112	Computer Applications	5	10				
CSW113	Human Development and Growth	5	10				
CSW114	Interpersonal Communication	5	8				
CSW115	English Proficiency	5	8				
CSW116	Social Welfare & Social Work	5	10				
YEAR 1: SEMESTER 2					Deposit: P700.00  Instalments: P700.00 per month		Final Exam Fee: P500.00 per subject
CSW121	Health Education and Communication	5	8				
CSW122	Micro Social Work Practice	5	10				
CSW123	Messo and Macro Social Work Practice	5	10				
CSW124	Community Based Participatory Research	5	10				
CSW125	Industrial Attachment	5	30				
CSW126	Introduction to Law and Society	5	8				
CSW127	Ethics for Human Services	5	8				
CSW128	Community Health	5	8				

**CERTIFICATE V IN COMMUNITY BASED WORK WITH CHILDREN AND YOUTH**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES	
	<b><u>YEAR 1: SEMESTER 1</u></b>							
PPF 111	Personal and Professional Development	4	18	1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P9,600.00	Mid Semester Fee: P100.00 per subject	
IHC 112	Introduction to Human Rights-Based Approaches and Child	5	18					
	<b><u>YEAR 1: SEMESTER 2</u></b>							
CYC 113	Child and Youth Development	5	18		Deposit: P800.00		Instalments: P800.00 per month	Final Exam Fee: P500.00 per subject
CSC 114	Care and Support of Children at Risk	5	18					
CD 115	Community Development	5	18					
SLC 116	Service-Learning Project	5	30					



**DEPARTMENT OF ENGINEERING, TECHNICAL AND VOCATIONAL EDUCATION**

**BACHELOR OF CIVIL ENGINEERING TECHNOLOGY IN CONSTRUCTION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 1: SEMESTER 1</b>							
BCE111	Engineering Mathematics I	6	12				
BCE112	Introduction to Computers & Programming	5	9				
BCE113	Engineering Materials I	5	8				
BCE114	Engineering Science I (Physical science)	6	8				
BCE116	Workshop Practical Training I	6	12				
BCE117	Communication Skills	5	8				
<b>YEAR 1: SEMESTER 2</b>							
BCE121	Engineering Mathematics II	7	12				
BCE123	Engineering Materials II	6	9				
BCE124	Engineering Drawing	7	9				
BCE215	Workshop Practical Training II	6	12				
BCE126	Engineering Surveying, I	7	10				
BCE127	Geology for engineers	7	8				
BCE128	Engineering Science II (Physical science)	6	8				
<b>YEAR 2: SEMESTER 1</b>							
BCE 210	Engineering mathematics III	7	12				
BCE 211	Construction Technology	6	12				
BCE214	Engineering mechanics-Statics	7	6				
BCE213	Engineering thermodynamics	7	8				
BCE 215	Principles of electrical engineering	7	8				
BCE 216	Engineering Surveying II	7	10				
<b>YEAR 2: SEMESTER 2</b>							
BCE 221	Computer Aided Design	7	10		Application Handling		Mid Semester
BCE 220	Mechanics of Materials and structures	7	9		Fee: P400.00		Fee: P100.00
BCE 222	Soil Mechanics	7	8		(Non-Refundable)		per subject
BCE 223	Engineering Dynamics	7	8	4 Years	Deposit:	P144,000.00	
BCE 224	Fluid Mechanics	7	8		P3,000.00		
<b>YEAR 3: SEMESTER 1</b>							
BCE 311	Road Design and Construction I	7	10		Instalments:		Final Exam
BCE 310	Geotechnical Engineering	7	9		P3,000.00		Fee: P800.00
BCE 312	Structural Analysis	7	8		per month		per subject
BCE 314	Foundation Engineering, I	7	12				
BCE 313	Measurement & Costing of Construction Works	7	10				
BCE 317	Water Supply Engineering (Hydraulics Structures)	7	10				
<b>Electives (Choose 1)</b>							
BCE 318	Environmental Science	7	6				
BCE 319	Building Services	7	6				
<b>YEAR 3: SEMESTER 2</b>							
BCE 321	Road Design and Construction II	7	9				
BCE 322	Design of Reinforced Concrete Structures	7	9				
BCE 323	Foundation Engineering II	7	9				
BCE 326	Wastewater Engineering	7	9				
<b>Electives (Choose 1)</b>							
BCE 324	Risk Management	7	6				
BCE 329	Health, Safety & Environmental in construction	7	6				
	Industrial Training (Attachment) 1	7	40				
<b>YEAR 4: SEMESTER 1</b>							
BCE 414	Construction law and law of contract	7	8				
BCE 411	Construction Management	7	12				
BCE 418	Final Project I (Research Methodology)	7	15				
BCE 413	Design of Steel Structures	7	10				
BCE 415	Reticulation Design and Management	7	10				

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**BACHELOR OF CIVIL ENGINEERING TECHNOLOGY IN CONSTRUCTION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
BCE 412	<b>Electives (Choose 1)</b>	7	12	4 Years	Application Handling Fee: P400.00 (Non-Refundable)	P144,000.00	Mid Semester Fee: P100.00 per subject
BCE 416	Advanced Engineering Materials	7	12				
	Advanced Water Engineering	7	12				
	<b>YEAR 4: SEMESTER 2</b>						
BCE 426	Professional Practice and Ethics	7	7				
BCE 421	Contract Procedures and Administration	7	8				
BCE 428	Final Project II	7	15				
BCE 422	Fundamentals of Infrastructure Management	7	7				
BCE 417	Entrepreneurship	7	7				
BCE 423	Transportation Engineering	7	12				
					Deposit: P3,000.00		
					Instalments: P3,000.00 per month		Final Exam Fee: P800.00 per subject

**BACHELOR OF SCIENCE IN GEOMATICS**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
	<b>YEAR 1: SEMESTER 1</b>			4 Years	Application Handling Fee: P400.00 (Non-Refundable)	P120,000.00	Mid Semester Fee: P100.00 per subject
COM 1511	Academic and Professional Communication	5	10				
KEY 1511	Communication and Academic Literacy Skills	5	10				
KEY 3511	Introductory Mathematics 1	5	13				
PHY 2511	Geometrical Optics and Mechanics	5	14				
KEY 2511	Computing Skills Fundamentals	5	20				
	<b>YEAR 1: SEMESTER 2</b>						
PHY 1512	Electricity, Magnetism, and Elements of Modern Physics	5	13				
KEY 3512	Introductory Mathematics 2	5	13				
GEM 1512	Geomatics 1	5	14				
GIS 4612	Elements of Photogrammetry	6	13	4 Years	Deposit: P2,500.00	P120,000.00	Final Exam Fee: P800.00 per subject
CPT 2612	Programming Principles	6	13				
	<b>YEAR 2 SEMESTER 1</b>						
ADL 1621	Introduction to Land Administration	6	10				
UPL 1621	Introduction to Planning and Built Environment	6	10				
GIS 3621	Introduction to Remote Sensing	6	10				
CTG 1621	Principles of Cartography	6	11				
GIS 1621	Principles of GIS	6	11				
MAT 2621	Engineering Mathematics 1	6	13				
	<b>YEAR 2 SEMESTER 2</b>						
CPT 3622	Database Concepts	6	11				
GIS 4622	Digital Photogrammetry	6	13				
MAT 2622	Engineering Mathematics 2	6	13				
GEM 1622	Geomatics 2	6	14				
GIS 2722	Spatial Data Modelling & Analysis	7	14				
	<b>YEAR 3 SEMESTER 1</b>			4 Years	Instalments: P2,500.00 per month	P120,000.00	Final Exam Fee: P800.00 per subject
CTG 2631	Digital Cartography	6	11				
CPT 2631	Programming for Geomatics	6	11				
MAT 2631	Engineering Mathematics 3	6	13				
SUV 1631	Survey Camp	6	20				
KEY 3731	Professional Practice and Ethics	7	10				
	<b>YEAR 3 SEMESTER 2</b>						
LAL 1632	Land Law for Geomatics	6	10				
GDS 1632	Geodesy	6	22				
SUV 3732	Survey Adjustment and Analysis	7	13				
GDS 2732	Satellite Positioning	7	11	4 Years	Instalments: P2,500.00 per month	P120,000.00	Final Exam Fee: P800.00 per subject
SUV 2732	Engineering Surveying	7	13				
	<b>YEAR 4: SEMESTER 1</b>						
ZGM 1641	Industrial Training	6	28				
XGM 2741	Research Project 1 (Proposal)	7	10				
see Electives list below	Elective 1	7	13				
see Electives list below	Elective 2	7	13				

**CONTINUED**



**BACHELOR OF SCIENCE IN GEOMATICS**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 4: SEMESTER 2							
ADL 1742	Advanced Land Administration	7	11	4 Years	Application Handling Fee: P400.00 (Non-Refundable)	P120,000.00	Mid Semester Fee: P100.00 per subject
GDS 2742	Geomatics for Mining	7	11				
SUV 4742	Cadastral Surveying Principles and Practice	7	13				
XGM3742	Research Project 2 (Thesis)	7	18				
see Electives list below	Elective 3	7	13				
(List of Electives)							
GIS 3740	Digital Image Processing in Remote Sensing Applications	7	13		Deposit: P2,500.00		
GIS 4740	Remote Sensing Applications	7	13		Instalments: P2,500.00 per month		Final Exam Fee: P800.00 per subject
CTG 3740	Advanced Cartographic Visualisations	7	13				
GEM 2740	Principles and Practice of SDI Development	7	13				
GIS 5740	GIS Design and Implementation	7	13				
LBS 1740	Location Based Services	7	13				
GIS 6740	GIS Applications	7	13				
ADL 2740	Special Studies in Land Administration	7	13				

**DIPLOMA IN CONSTRUCTION ENGINEERING**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES					
YEAR 1: SEMESTER 1												
DCE 101	Basic Mathematics I	5	12	3 Years	Application Handling Fee: P150.00 (Non-Refundable)	P72,000.00	Mid Semester Fee: P100.00 per subject					
DCE 102	Communication Skills and Computer Science	5	10									
DCE 103	Geology for Engineering	5	15									
DCE 104	Physics	5	15									
DCE 105	Engineering Drawing 1	5	10									
DCE 106	Workshop Practice and Technology I	6	10									
YEAR 1: SEMESTER 2												
DCE 106	Basic Mathematics II	5	12									
DCE 107	Engineering Materials 1	5	10									
DCE 108	Engineering Drawing 2	6	10									
DCE 109	Building Construction 1	5	10									
DCE 110	Computer Aided Design for Construction Engineering	5	12									
DCE 111	Workshop Practice and Technology II	6	10									
YEAR 2 SEMESTER 1												
DCE 201	Building Construction 2	6	10	3 Years	Deposit: P2,000.00	P72,000.00	Final Exam Fee: P650.00 per subject					
DCE 202	Soil Mechanics 1	6	12									
DCE 203	Introduction to Land Surveying	6	12									
DCE 204	Basic Mathematics III	6	12									
DCE 205	Engineering Materials 2	6	10									
DCE 206	Mechanics of Materials	6	12									
	Engineering Surveying II	7	10									
YEAR 2 SEMESTER 2												
DCE 207	Theory of Structures	6	12					Instalments: P2,000.00 per month				
DCE 208	Geotechnical Engineering	6	12									
DCE 209	Water Supply and sanitation Engineering	6	12									
DCE 210	Soil Mechanics 2	6	12									
DCE 211	Hydraulics	6	12									
Electives (Choose 1)												
DCE 212	Health, Safety and Environmental issues in construction (Option)	6	10									
DCE 213	Building Services (Option)	6	10									
YEAR 3 SEMESTER 1												
DCE 301	Supervised Industrial Training (Work Related Learning Report, Academic Supervisor Report, Employer Assessment Report)	6	60									
YEAR 3 SEMESTER 2												
DCE 302	Principles of Foundation Engineering	6	12									
DCE 303	Concrete and steel structures	6	10									
DCE 304	Measurement and Estimation Principles	6	10									
DCE 305	Construction law and Law of Contracts	6	10									
DCE 306	Professional Practice and Ethics	6	10									
Electives (Choose 1)												
DCE 307	Entrepreneurship Development (Option)	6	10									
DCE 307	Construction management (Option)	6	10									

**DIPLOMA IN WATER ENGINEERING**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
<b><u>YEAR 1: SEMESTER 1</u></b>											
DWE111	Mathematics I	5	12	3 Years	Application Handling Fee: P150.00 (Non-Refundable)	P72,000.00	Mid Semester Fee: P100.00 per subject				
DWE112	Technical Communication	5	8								
DWE113	Environmental Biology	5	10								
DWE114	Technical Drawing	5	10								
DWE115	Workshop Practice and Technology I	6	15								
DWE116	Physics	5	10								
<b><u>YEAR 1: SEMESTER 2</u></b>											
DWE121	Mathematics II	6	12								
DWE122	CAD for Civil Engineering	6	12								
DWE123	Computer Fundamentals	5	10								
DWE124	Construction materials & Building Construction	5	10								
DWE125	Workshop Practice and Technology II	6	15								
DWE126	Environmental Chemistry	6	10								
<b><u>YEAR 2: SEMESTER 1</u></b>											
DWE211	Mathematics III	6	12								
DWE212	Fluid Mechanics	6	12								
DWE213	Surface Hydrology	6	12								
DWE214	Occupational Health and Safety	5	10								
DWE215	Introduction to Land Surveying	5	12								
	Computer Applications in Civil Engineering	6	10								
<b><u>YEAR 2: SEMESTER 2</u></b>											
DWE221	Mechanics of Materials and Theory	6	10								
DWE222	Pipeline and network Construction	6	10								
DWE223	Water Engineering	6	10								
DWE224	Water systems Management	6	10								
DWE225	Hydraulics	6	10								
DWE226	Water Analysis	6	10								
	Water Pumping	6	10								
<b><u>YEAR 3: SEMESTER 1</u></b>											
DWE311	SUPERVISED INDUSTRIAL TRAINING (Work Related Learning Report, Academic Supervisor Report, Employer Assessment Report)	6	50								
<b><u>YEAR 3: SEMESTER 2</u></b>											
DWE321	Final Year Project	6	20								
DWE322	Water Harvesting Technologies & Conservation	6	12								
DWE323	Entrepreneurship	6	8								
DWE324	Professional Practices and Ethics	6	8								
<b><u>Electives (Choose 1)</u></b>											
DWE326	Entrepreneurship	6	10								
DWE327	Construction Management	6	10								

**DIPLOMA IN MOTOR VEHICLE MECHANICS**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 1: SEMESTER 1							
DMVM111	Mathematics I	5	10	3 Years	Application Handling Fee: P150.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P72,000.00	Mid Semester Fee: P100.00 per subject   

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**DIPLOMA IN MOTOR VEHICLE MECHANICS**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES					
YEAR 2: SEMESTER 2												
DMVM221	Fluid Mechanics	6	14	3 Years	Application Handling Fee: P150.00 (Non-Refundable)	P72,000.00	Mid Semester Fee: P100.00 per subject					
DMVM222	Motor Vehicle Science II	6	12									
DMVM223	Motor Vehicle Technology and Practice III	6	12									
DMVM224	Engineering Materials	5	14									
DMVM225	Computer Aided Drafting	6	12									
DMVM226	Motor Vehicle Transmission System	5	12									
YEAR 3: SEMESTER 1												
DMVM311	Industrial Attachment	6	40		Deposit: P2,000.00							
YEAR 3: SEMESTER 2												
DMVM321	Entrepreneurial Skills	5	8		Instalments: P2,000.00 per month		Final Exam Fee: P650.00 per subject					
DMVM322	Workshop Organization and Administration	6	9									
DMVM323	Machine Element Design	6	11									
DMVM324	Project	6	19									
Electives (Choose 1)												
DMVM325	Basic Engineering Management	6	10									
DMVM326	Maintenance Management	6	10									

**DIPLOMA IN ELECTRONICS ENGINEERING**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
YEAR 1: SEMESTER 1											
DIE111	Engineering Mathematics I	5	10	3 Years	Application Handling Fee: P150.00 (Non-Refundable)	P54,000.00	Mid Semester Fee: P100.00 per subject				
DIE112	Physics	5	12								
DIE113	Electronic Engineering Workshop Practice I	5	15								
DIE114	Technical Communication	5	10								
DIE115	Electrical Drawing	5	14								
DIE116	Electrical and Electronics Principles	6	10								
YEAR 1: SEMESTER 2											
DIE121	Engineering Mathematics II	6	14								
DIE122	Computer Fundamentals	5	14								
DIE123	Electronic Materials and Devices	6	10								
DIE124	Electronic Engineering Workshop Practice II	6	15								
DIE125	Analogue Electronics	6	12								
YEAR 2: SEMESTER 1											
DIE211	Engineering Mathematics III	6	14								
DIE212	Digital Electronics	6	12								
DIE213	Electronics Engineering workshop Practice III	6	15								
DIE214	JAVA	6	15								
DIE215	Introduction to Telecommunication	6	12								
YEAR 2: SEMESTER 2											
DIE221	Audio Electronics	6	12								
DIE222	Digital Communication Fundamentals	6	14								
DIE223	Measurements & Instrumentation	6	14								
DIE224	Industrial Health and Safety	6	14								
DIE225	Fundamentals of digital system design	6	14								
YEAR 3:SEMESTER 1											
DIE300	Industrial attachment	6	60								
YEAR 3: SEMESTER 2											
DIE321	Power electronics	6	14								
DIE322	Entrepreneurship	6	14								
DIE322	Project	6	25								
Electives (Choose 1)											
DIE323	Data Communications	6	14								
DIE324	Wireless Communications	6	14								

**DIPLOMA IN AGRICULTURE**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
<b><u>YEAR 1: SEMESTER 1</u></b>											
DAGR111	Introduction to Communication and Technology	5	10	2 Years 6 Months	Application Handling Fee: P150.00 (Non-Refundable)  Deposit: P1,500.00  Instalments: P1,500.00 per month	P45,000.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P650.00 per subject				
DAGR112	Quantitative Methods	5	10								
DAGR113	Entrepreneurship	5	10								
DAGR114	Agriculture in Southern Africa	6	15								
DAGR115	Soil Constitution, Fertility and Conservation	6	15								
<b><u>YEAR 1: SEMESTER 2</u></b>											
DAGR121	Dry-land Crop Management	6	15								
DAGR122	Bookkeeping for the Smallholder	6	15								
DAGR123	Market Gardening	6	15								
DAGR124	Sustainable Environments	6	15								
DAGR125	Feeding Livestock	6	15								
<b><u>YEAR 2: SEMESTER 1</u></b>											
DAGR211	Marketing Farm Produce	6	15								
DAGR212	Crop Production Plan	6	15								
DAGR213	Management of Pastures	6	15								
DAGR214	Animal Health Care	6	20								
DAGR215	Agronomy	6	20								
DAGR216	Organic Agriculture	6	20								
<b><u>YEAR 2: SEMESTER 2</u></b>											
DAGR221	Livestock Management	7	20								
DAGR222	Agricultural Economics	7	20								
DAGR223	Agricultural Engineering	7	20								
DAGR224	Farm Management	7	20								
<b><u>YEAR 3: SEMESTER 1</u></b>											
DAGR 311	Industrial Attachment	6	60								

## DEPARTMENTS

**GRADUATE STUDIES • LAW • SCHOOL OF NURSING • BUSINESS  
ENGINEERING & TVET • HEALTH & SOCIAL SERVICE • EDUCATION  
PROFESSIONAL PROGRAMMES**

### PROGRAMMES OFFERED:

MASTERS, DEGREE, DIPLOMA AND CERTIFICATE PROGRAMMES.  
WE ALSO OFFER SHORT COURSES

### MODE OF STUDY:

FULLTIME & BLENDED LEARNING





**CERTIFICATE V IN POULTRY PRODUCTION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES		
YEAR 1: SEMESTER 1									
ITT 101	Introduction to Information Technology	5	15	1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P14,400.00	Mid Semester Fee: P100.00 per subject		
ENT 101	Entrepreneurship	5	15						
CPP 101	Introduction to Poultry Production	5	15						
CPP 102	Poultry Production and Management	5	15						
YEAR 1: SEMESTER 2									
CPP 103	Incubation and Hatchery Management	5	15		Instalments: P1,200.00 per month			Final Exam Fee: P500.00 per subject	
CPP 104	Poultry Nutrition and Feed Mill technology	5	15						
CPP 105	Poultry Processing	5	15						
CPP 106	Attachment	5	20						

**CERTIFICATE V IN FASHION DESIGN**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES			
YEAR 1: SEMESTER 1										
CEFD111	Introduction to Computer Applications	5	8	1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P14,400.00	Mid Semester Fee: P100.00 per subject			
CEFD112	Communication Skills	5	8							
CEFD113	Basic Mathematics	5	8		Deposit: P1,200.00					
CEFD114	Entrepreneurial Skills	5	8							
CEFD117	Textile Tools and Equipment Technology	5	6		Instalments: P1,200.00 per month		Final Exam Fee: P500.00 per subject			
CEFD120	Fashion Illustration	5	10							
YEAR 1: SEMESTER 2										
CEFD115	Fashion Merchandising	5	10	1 Year	Instalments: P1,200.00 per month	P14,400.00	Final Exam Fee: P500.00 per subject			
CEFD116	Clothing Construction	5	20							
CEFD118	Textile Materials	5	10					Instalments: P1,200.00 per month		Final Exam Fee: P500.00 per subject
CEFD119	Life Drawing and Pattern Drafting	5	10							
CEFD121	Fashion Design	5	10							
CEFD122	Chemistry and Cosmetology	5	10		Instalments: P1,200.00 per month		Final Exam Fee: P500.00 per subject			
CEFD123	Professional Image	5	10							

**CERTIFICATE V IN VEGETABLE PRODUCTION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES		
YEAR 1: SEMESTER 1									
CVP111	Introduction to Information Technology	5	20	1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P14,400.00	Mid Semester Fee: P100.00 per subject		
CVP112	Entrepreneurial Skills	5	20						
CVP113	Vegetable Classification	5	20		Deposit: P1,200.00				
YEAR 1: SEMESTER 2									
CVP114	Site Selection	5	20		Instalments: P1,200.00 per month		Final Exam Fee: P500.00 per subject		
CVP115	Nursery Establishment	5	20						
CVP116	Soil and Climate	5	20						

**CERTIFICATE V IN AUTO ELECTRICS**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 1: SEMESTER 1							
KEY 3411	Mathematics I	5	6	1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P18,000.00	Mid Semester Fee: P100.00 per subject
KEY 2511	Computer Fundamentals (Introduction to Information Technology)	5	10				
TDR 1511	Electrical Drawing (Technical Drawing)	5	10				
KEY 1511	Technical Communication (Communication and Study Skills)	5	10				
OHS 1511	Occupational Health and Safety (Health, Safety, and Occupation)	5	10				
ETN 1511	Electronic Principles and Practice (Electronic Diagnostic and Repairs)	5	15				
YEAR 1: SEMESTER 2							
KEY 3412	Mathematics II	5	8		Instalments: P1,500.00 per month	P18,000.00	Final Exam Fee: P500.00 per subject
KEY 6512	Entrepreneurial Skills	5	10				
ETC 2512	Auto-Electrical Systems and Practice (Auto-Electric Technology)	5	15				
ETN 3512	Motor Vehicle Technology and Practice (Motor Vehicle Technology)	5	15				
ZAE 1512	Industrial Attachment	5	25				



**CERTIFICATE V IN BOREHOLE MAINTENANCE**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 1: SEMESTER 1							
KEY 2411	Introduction to Information Technology	4	10	1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P18,000.00	Mid Semester Fee: P100.00 per subject
KEY 3411	Basic Applied Mathematics	4	10				
KEY 6411	Entrepreneurial Skills	4	10				
BHL 1511	Introduction to Boreholes	5	10				
BHL 2511	Borehole Design	5	15				
BHL 3511	Borehole Engineering Science	5	10				
YEAR 1: SEMESTER 2							
BHL 4512	Borehole Operation	5	15		Instalments: P1,500.00 per month	Final Exam Fee: P500.00 per subject	
BHL 5512	Borehole Installation and Maintenance	5	15				
BHL 1612	Borehole Systems	6	15				
OHS 2512	Environmental Health and Safety	5	10				
ZBM 1512	Practical Attachment (Experiential Training)	5	20				

**EDUCATION DEPARTMENT**
**BACHELOR OF EDUCATION IN EARLY CHILDHOOD EDUCATION**

SCHOOL OF EDUCATION IN EARLY CHILDHOOD EDUCATION																			
CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES												
YEAR 1: SEMESTER 1				4 Years	Application Handling Fee: P400.00 (Non-Refundable)	P96,000.00	Mid Semester Fee: P100.00 per subject												
ECEM 111	Introduction to Early Childhood Education	5	12																
ECEM 112	Early Childhood Development	6	13																
ECEM 113	Introduction to Sociology of Education	5	12																
ECEM 114	Introduction to Psychology in Early Childhood	5	12																
ECEM 115	Information Communication Technology	5	12																
YEAR 1: SEMESTER 2								Deposit: P2,000.00	P96,000.00	Mid Semester Fee: P100.00 per subject									
ECEM 121	Communication & Study Skills (Business Communication)	6	12																
ECEM 122	Child Health, Safety and Nutrition	6	13																
ECEM 123	Parenting Young Children	7	13																
ECEM 124	Language and Early Literacy Skills	7	14																
ECEM 125	Play and Creativity in Early Childhood	7	13																
YEAR 2: SEMESTER 1											Instalments: P2,000.00 per month	P96,000.00	Final Exam Fee: P800.00 per subject						
ECEM 211	Assessment for Early Childhood Education	6	13																
ECEM 212	Early Childhood Curriculum Design & Evaluation	6	13																
ECEM 213	Working with children with Special Needs	7	14																
ECEM 214	Child Protection (ECE & The Law)	7	14																
ECEM 215	Guiding and Disciplining Young Children	7	14																
YEAR 2: SEMESTER 2														Instalments: P2,000.00 per month	P96,000.00	Final Exam Fee: P800.00 per subject			
ECEM 221	Physical Care & Development of Babies & Toddlers	7	15																
ECEM 222	Cultural and Religious Diversity	7	14																
ECEM 223	Introduction to Design for Early Childhood Environment	6	13																
ECEM 224	Music and Movement	7	13																
ECEM 225	Teaching Practice 1 (Observation) 4 weeks	7	26																
YEAR 3: SEMESTER 1					Instalments: P2,000.00 per month	P96,000.00	Final Exam Fee: P800.00 per subject												
ECEM 311	Production of Children's Materials	7	13																
ECEM 312	Planning and Organizing the Learning Environment (Micro teaching)	7	15																
ECEM 312	Environment (Micro teaching)	7	30																
ECEM 313	Teaching Practice II (6 Weeks)	7	14																
YEAR 3: SEMESTER 2								Instalments: P2,000.00 per month									P96,000.00	Final Exam Fee: P800.00 per subject	
ECEM 321	Contemporary issues in Early Childhood Education	7	14																
ECEM 322	Educational Research & Statistics	7	14																
ECEM 323	Mathematics & Science for Early Childhood Educators	7	14																
ECEM 324	Management of Early Childhood Programmes	7	15																
Elective (Choose 1)									Instalments: P2,000.00 per month	P96,000.00	Final Exam Fee: P800.00 per subject								
ECEM 325	Early Childhood Curriculum in Action Exploring	7	15																
ECEM 326	Creativity Through Visual Arts	7	15																
YEAR 4: SEMESTER 1												Instalments: P2,000.00 per month	P96,000.00						Final Exam Fee: P800.00 per subject
ECEM 411	Business Management (Entrepreneurial Skills)	7	14																
ECEM 412	Public Policy Analysis	7	15																
ECEM 413	Supervised Research Project	7	15																

**CONTINUED**



**BACHELOR OF EDUCATION IN EARLY CHILDHOOD EDUCATION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
	<b>Elective (Choose 1)</b>						
ECCEM 414	Advocacy and Leadership in Early Childhood	7	15				
ECCEM 415	The Psychology of Exceptional Children	7	15				
	<b>YEAR 4: SEMESTER 2</b>						
ECCEM 421	Teaching Practice III (Internship) (9Weeks)	7	32				
ECCEM 422	Dissertation	7	20				

**BACHELOR OF EDUCATION IN EDUCATIONAL LEADERSHIP AND MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
	<b>YEAR 1: SEMESTER 1</b>						
BELM111	Computer Skills Fundamentals	5	20				
BELM112	Communication and Academic literacy Skills	6	20				
BELM113	Foundations of Counselling	5	10				
BELM114	The Historical, Philosophical and Sociological Foundations of Education	7	10				
BELM115	Introduction to Educational Psychology	5	10				
	<b>YEAR 1: SEMESTER 2</b>						
BELM121	Introduction to Law	6	10				
BELM122	Assessment in Schools	7	10				
BELM123	Curriculum Development in Education	7	10				
BELM124	Introduction to Educational Leadership	7	10				
BELM125	Principles of Management	7	10				
BELM126	Introduction to Accounting	7	10				
	<b>YEAR 2: SEMESTER 1</b>						
BELM211	Introduction to Education for Sustainable Development	7	10				
BELM212	Introduction to Educational Management	7	10				
BELM213	Theories and Practice of Educational Leadership	7	10				
BELM214	Introduction to Records Management	6	10				
BELM215	Introduction to Educational Planning	6	10				
BELM216	Classroom Management: Theory and Practice	7	10				
	<b>YEAR 2: SEMESTER 2</b>						
BELM221	Human Resource Management in Educational Setting	8	10		Application		
BELM222	Fundamentals of Improved Teaching & Learning	7	10		Handling		
BELM223	Gender and Educational Leadership	7	10		Fee: P400.00		Mid Semester
BELM224	ICT Applications in Schools	7	10		(Non-Refundable)		Fee: P100.00
BELM225	Managing Education for Sustainable Development	7	10				per subject
BELM226	Marketing Education and Public Relations	8	10	4 Years	Deposit: P2000.00	P96,000.00	
	<b>YEAR 3: SEMESTER 1</b>						
BELM311	Curriculum Planning and Leadership	8	10		Instalments:		Final Exam
BELM312	Educational Data Management	7	10		P2000.00		Fee: P800.00
BELM313	Introduction to Educational Research	7	10		per month		per subject
BELM314	Instructional Supervision and Monitoring	7	10				
BELM315	Financial Planning and Budgeting in Education	7	10				
BELM316	Education and Law	8	10				
	<b>YEAR 3: SEMESTER 2</b>						
BELM321	Governance in Education	8	10				
BELM322	Educational Policy Analysis, Development & Evaluation	8	10				
BELM323	Quality Assurance for School Improvement	8	10				
BELM324	Strategic Planning and Leadership in Education	8	10				
BELM325	Leadership Styles & Organisational Behaviour	8	10				
BELM326	Professional Development in Education	8	10				
	<b>YEAR 4: SEMESTER 1</b>						
BELM 411	Internship	7	50				
	<b>YEAR 4: SEMESTER 2</b>						
BELM421	Administrative Law	8	10				
BELM422	Managing Change & Conflict in Education	8	10				
BELM423	Contemporary Issues in Educational Leadership	8	10				
BELM424	Theories and Practice of Values in Education	7	10				
	<b>Elective (Choose 2)</b>						
BELM425	Child Protection, Advocacy & Children's Rights	7	10				
BELM426	Culture and Indigenous Knowledge	7	10				
BELM427	Public Sector Management & Contract Management	7	10				
BELM428	Corporate Governance	7	10				

**BACHELOR OF EDUCATION IN SPECIAL AND INCLUSIVE EDUCATION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b><u>YEAR 1: SEMESTER 1</u></b>							
BEIE 111	Sociology of Education	5	12	4 Years	Application Handling Fee: P400.00 (Non-Refundable)  Deposit: P2,000.00  Instalments: P2,000.00 per month	P96,000.00	Mid Semester Fee: P100.00 per subject   



**DIPLOMA IN EARLY CHILDHOOD EDUCATION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b><u>YEAR 1: SEMESTER 1</u></b>				3 Years	Application Handling Fee: P150.00 (Non-Refundable)  Deposit: P700.00  Instalments: P700.00 per month *For 1st Year  Instalments: P1,100.00 per month *For 2nd & 3rd Year	P34,800.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P650.00 per subject
FECE 101	School, Family and Community Partnership	6	14				
FECE 102	Communication and Study Skills	6	14				
CECE 101	Guidance and Counselling	6	15				
CECE 102	Domains of Child Development	6	15				
<b><u>YEAR 1: SEMESTER 2</u></b>							
CECE 103	Curriculum Development	6	16				
CECE 104	Play and Creativity in Early Childhood	6	15				
CECE 105	Monitoring and assessing	6	15				
CECE 106	Information Communication Technology	6	16				
<b><u>YEAR 2: SEMESTER 1</u></b>							
CECE 107	Philosophy of Education	6	20				
CECE 108	Sociological Foundations	6	20				
CECE 109	Theories of Child Development	6	20				
CECE 110	Expressive Arts	6	20				
<b><u>YEAR 2: SEMESTER 2</u></b>							
CECE 111	Teaching Practice 1	6	20				
CECE 112	Classroom Management	6	20				
CECE 113	Teaching methods	6	20				
<b><u>YEAR 3: SEMESTER 1</u></b>							
CECE 114	Safety Health, Hygiene and Nutrition	6	20				
CECE 115	Administration and Management of Preschool	6	20				
CECE 116	Research methods	6	20				
<b><u>YEAR 3: SEMESTER 2</u></b>							
CECE 117	Teaching Practice 2	6	30				
CECE 118	Research Project	6	30				

**DIPLOMA IN EDUCATION MANAGEMENT AND ADMINISTRATION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
YEAR 1: SEMESTER 1											
AWSK111	Communication and Academic Writing Skills	5	6	2 Years	Application Handling Fee: P150.00 (Non-Refundable)	P26,400.00	Mid Semester Fee: P100.00 per subject				
IICT111	Introduction to Information & Computing Skills	5	24								
DEMA 111	Introduction to Records Management	5	6								
DEMA 112	History and Structure of Education	6	9								
DEMA 113	Introduction to Philosophy of Education	6	9								
YEAR 1: SEMESTER 2											
DEMA 121	School and the Community	6	12								
BMGT101	Principles of Management	6	12								
DEMA 123	Leadership Theories and Practice	6	9								
DEMA 124	Educational Psychology	6	9								
DEMA 125	Curriculum Development	6	12								
YEAR 2: SEMESTER 1											
DEMA 211	Introduction to Educational Research	6	12								
DEMA 212	Outcome –Based Education	6	12								
DEMA 213	Guidance and Counselling	6	12								
DEMA 214	Quality Education	6	9								
DEMA 215	School Development Plan	6	12								
DEMA 216	Resource Management	6	12								
YEAR 2: SEMESTER 2											
DEMA 221	Educational Statistics	6	9								
DEMA 222	Contemporary Issues in Education	6	12								
DEMA 223	Research Proposal	7	24								
DEMA 224	Introduction to Change Management	6	9								
DEMA 225	Teamwork and Conflict Management	6	9								

**DIPLOMA IN EDUCATIONAL LEADERSHIP AND MANAGEMENT**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES				
YEAR 1: SEMESTER 1											
DELM111	Communication and Academic Writing Skills	5	6	2 Years	Application Handling Fee: P150.00 (Non-Refundable)  Deposit: P1,100.00  Instalments: P1,100.00 per month	P26,400.00	Mid Semester Fee: P100.00 per subject  Final Exam Fee: P650.00 per subject				
DELM112	Introduction to Information & Computing Skills	5	24								
DELM113	Introduction to Records Management	5	6								
DELM114	History and Structure of Education	6	9								
DELM115	Introduction to Philosophy of Education	6	9								
YEAR 1: SEMESTER 2											
DELM121	School and the Community	6	12								
DELM122	Principles of Management	6	12								
DELM123	Leadership Theories and Practice	6	9								
DELM124	Educational Psychology	6	9								
DELM125	Curriculum Development	6	12								
YEAR 2: SEMESTER 1											
DELM211	Introduction to Educational Research	6	12								
DELM212	Outcome –Based Education	6	12								
DELM213	Guidance and Counselling	6	12								
DELM214	Quality Education	6	9								
DELM215	School Development Plan	6	12								
DELM216	Resource Management	6	12								
YEAR 2: SEMESTER 2											
DELM221	Educational Statistics	6	9								
DELM222	Contemporary Issues in Education	6	12								
DELM223	Research Proposal	7	24								
DELM224	Introduction to Change Management	6	9								
DELM225	Teamwork and Conflict Management	6	9								

**CERTIFICATE V IN DISTANCE EDUCATION**

CODE		MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES	
		<b><u>YEAR 1: SEMESTER 1</u></b>							
CDE	111	Introduction to Distance. Education	5	13	1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P9,600.00	Mid Semester Fee: P100.00 per subject	
CDE	112	Adult Education and Adult Learners	5	13					
CDE	113	Distance Education Materials	5	13					
CDE	114	Learner Support Services	5	13					
CDE	115	Distance Education Materials	5	13					
		<b><u>YEAR 1: SEMESTER 2</u></b>							
CDE	121	Management and Administration of Distance Education Organisations (MAC 116)	5	13		Deposit: P800.00			Final Exam Fee: P500.00 per subject
CDE	122	Research in Distance Education (RDC 117)	5	18		Instalments: P800.00			
CDE	123	Learning Reflections Portfolio, (LRC 118)	5	24		per month			

**CERTIFICATE V IN EARLY CHILDHOOD EDUCATION**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES		
YEAR 1: SEMESTER 1									
FECE 101	Information Technology	4	10	1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P9,600.00	Mid Semester Fee: P100.00 per subject		
FECE 102	Communication& Study Skills	4	10						
CECE 101	Curriculum Development	5	15						
CECE 102	Play and Creativity in Early Childhood	5	15						
CECE 103	Classroom Management and Guidance	5	10						
CECE 104	Safety Health, Hygiene and Nutrition	5	10						
YEAR 1: SEMESTER 2									
CECE 105	School, Family and Community Partnership	5	5				Deposit: P800.00  Instalments: P800.00 per month		Final Exam Fee: P500.00 per subject
CECE 106	Monitoring & Assessing Children's Development	5	10						
CECE 107	Supervised Teaching Practice & Portfolio for Child Study	5	20						
CECE 108	Domains of Child Development	5	15						



**CERTIFICATE V IN VOCATIONAL EDUCATION AND TRAINING**

CODE	MODULE	LV	CR	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
YEAR 1: SEMESTER 1							
CVET111	Time Management in the Workplace	4	10	1 Year	Application Handling	P9,600.00	Mid Semester Fee: P100.00 per subject
CVET112	Computer Information & Skills	6	15		Fee: P150.00 (Non-Refundable)		
CVET113	Technical & Vocational Education & Training	5	15				
CVET114	Training Methods and Techniques	5	15				
CVET115	Assessment and Assessment Instruments	5	10				
YEAR 1: SEMESTER 2							
CVET121	Training Resources	5	10		Instalments: P800.00	Final Exam Fee: P500.00 per subject	
CVET122	Planning and Facilitation of a Session	5	30		per month		
CVET123	Standard-based Assessment	5	15				

**PROFESSIONAL PROGRAMMES**
**CHARTERED INSTITUTE OF PROCUREMENT AND SUPPLY (CIPS)**
**PROFESSIONAL DIPLOMA IN PROCUREMENT AND SUPPLY (60 CREDITS)**

CODE	MODULE	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
PROFESSIONAL DIPLOMA IN PROCUREMENT AND SUPPLY (100 CREDITS)					
YEAR 4: LEVEL 6					
ENTRY REQUIREMENT - ADVANCED DIPLOMA					
L6M 1	Strategic Ethical Leadership	1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P21,600.00	Professional Diploma Level P1,500.00 Membership
L6M 2	Global Commercial Strategy				
L6M 3	Global Strategic Supply Chain management				
L6M 4	Future Strategic Challenges for the profession				
Electives (Choose 3 that make up tp x18 Credits)			Instalments: P1,800.00 per month		Exam Fee: P1,500.00 Per Subject
L6M 5	Strategic Programme Leadership				
L6M 7	Commercial data management				
L6M 8	Innovation in Procurement & supply				
L6M 9	Supply Network design				
L6M 10	Global Logistics Strategy				

**ADVANCED DIPLOMA IN PROCUREMENT AND SUPPLY (60 CREDITS)**

CODE	MODULE	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 3: LEVEL 5</b>					
<b>ENTRY REQUIREMENT - DIPLOMA</b>					
L5M 1	Managing Teams and Individuals	1 Year	Application Handling	P18,000.00	<b>Advanced Diploma Level:</b> P1,500.00 Membership
L5M 2	Managing supply chain risk		Fee: P150.00 (Non-Refundable)		
L5M 3	Managing contractual risk		Instalments: P1,500.00 per month		
L5M 4	Advanced Contract and Financial management				
L5M 5	Managing Ethical Procurement and supply				
<b>Electives (Choose 3 that make up to x18 Credits)</b>					Exam Fee: P1,200.00 Per Subject
L5M 6	Category Management				
L5M 7	Achieving competitive advantage through the supply chain				
L5M 8	Project and change management				
L5M 9	Operations Management				
L5M 10	Logistics Management				
L5M 15	Advanced Negotiation				

**DIPLOMA IN PROCUREMENT AND SUPPLY (60 CREDITS)**

CODE	MODULE	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
<b>YEAR 2: LEVEL 4</b>					
<b>ENTRY REQUIREMENT - CERTIFICATE</b>					
L4M 1	Scope and influence of Procurement & Supply	1 Year	Application Handling	P13,200.00	<b>Diploma Level:</b> P1,500.00 Membership
L4M 2	Defining Business Needs		Fee: P150.00 (Non-Refundable)		
L4M 3	Commercial Contracting		Instalments: P1,100.00 per month		
L4M 4	Ethical & Responsible Sourcing				
L4M 5	Commercial Negotiating				
L4M 6	Supplier Relationship				Exam Fee: P1,200.00 Per Subject
L4M 7	Whole Life Asset Management				
L4M 8	Procurement & Supply in Practice				



**ADVANCED CERTIFICATE IN PROCUREMENT AND SUPPLY OPERATIONS (30 CREDITS)**

CODE	MODULE	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
L3M 1	<b>YEAR 1: LEVEL 3</b>	6 Months	Application Handling Fee: P150.00 (Non-Refundable)  Instalments: P600.00 per month	P3,600.00	<b>Advanced Certificate Level:</b> P1,500.00 Membership  Exam Fee: P1,000.00 Per Subject
L3M 2	Procurement & Supply Environments				
L3M 3	Ethical Procurement & Supply				
L3M 4	Contract Administration				
L3M 5	Team Dynamics and Change				
L3M 6	<b>Electives (Choose 1)</b> Socially Responsible Procurement Socially Responsible Warehouse & Distribution				

**CERTIFICATE IN PROCUREMENT & SUPPLY OPERATIONS (18 CREDITS)**

CODE	MODULE	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
L2M 1	<b>YEAR 1: LEVEL 2</b>	6 Months	Application Handling Fee: P150.00 (Non-Refundable)  Instalments: P600.00 per month	P3,600.00	<b>Certificate Level:</b> P1,500.00 Membership  Exam Fee: P1,000.00 Per Subject
L2M 2	Introducing Procurement and Supply				
L2M 3	Procurement & Supply Operations				
L2M 4	Stakeholder Relationships				
L2M 5	Systems Technology				
L2M 6	Inventory & Logistics Expediting				

**ASSOCIATION OF ACCOUNTING TECHNICIAN (AAT)**
**ASSOCIATION OF ACCOUNTING TECHNICIAN (AAT)**

CODE	AAT PROFESSIONAL DIPLOMA IN ACCOUNTING	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
INAC AMAC DAIF	<b>MANDATORY UNITS – ALL MUST BE COMPLETED</b> Internal Accounting Systems & Controls Applied Management Accounting Drafting & Interpreting Financial Statements	9 Months	Application Handling Fee: P150.00 (Non-Refundable)  Deposit (50%): P5,500.00	P11,000.00	Membership Fees P3,800.00 Exam Fee: QCF Level 4 (5x950) P4,750.00
AUDT	<b>OPTIONAL UNITS (SELECT TWO)</b> Audit & Assurance				
BNTA	Business Tax				
PNTA	Personal Tax				
CRDM	Credit & Debt Management				
CSFT	Cash & Financial Management				

CODE	AAT ADVANCED DIPLOMA IN ACCOUNTING	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
FAPS MATS TPFB BUAW	Financial Accounting: Preparing Financial Statements Management Accounting Techniques Tax Processes for Businesses Business Awareness	6 Months	Application Handling Fee: P150.00 (Non-Refundable)  Deposit (50%): P5,000.00	Intermediate P10,000.00	Membership Fees P3,600.00 Exam Fee: QCF Level 3 (4x900) P3,600.00

CODE	AAT FOUNDATION CERTIFICATE IN ACCOUNTING	DURATION	PAYMENT TERMS	TOTAL TUITION FEE	EXAM FEES
ITBK POBC PCTN BESY	Introduction to Bookkeeping Principles of Bookkeeping Control Principles of Costing The Business Environment	6 Months	Application Handling Fee: P150.00 (Non-Refundable) Deposit (50%): P4,500.00	P9,000.00	AAT Admission and Membership Fees P2,300.00 Exam Fee: QCF Level 2 (4x800) P3,200.00



**CORPORATE TRAINING SHORT COURSES**

**DURATION: 2 - 5 DAYS**

1. Court Reporting
2. Costing Accounting
3. Customer Service
4. Financial Accounting
5. Risk and Loss Control Management
6. Disciplinary Hearings
7. Fleet and Transport Management
8. Hazardous Waste Management
9. Minute Taking
10. Performance Appraisals
11. Project Management
12. Public Relations and the Media
13. Purchasing Management
14. Bookkeeping and Accounting
15. Budgeting and Cost Control
16. Sales Management
17. Stores and Stock Management
18. Supervisory and Leadership Skills
19. Time Management
20. Basic Fire Fighting
21. Convey Dangerous Goods by Road
22. Defensive Driving
23. First Aid in Work Place
24. Basic Computer Skills
25. Competency-Based Interviewing Skills Training
26. Accounts Receivable and Credit Policies Management
27. Change Management
28. Conflict Resolution
29. Entrepreneurship Skills
30. Events and Conference Management
31. Grievance Handling
32. Microsoft Excel
33. Microsoft Word
34. Records Management
35. Security Management
36. Career Development and Succession Planning
37. Company Law and Governance
38. Corporate Social Responsibility (CSR)
39. Employing the Balanced Scorecard for Performance Excellence
40. Evidence Law
41. Finance for Non-Finance Professionals
42. Food Safety and Hygiene
43. Human Resources Management
44. Law of Agency
45. Occupational Health and Safety
46. Patent and Intellectual Property Law
47. Privacy and Data Protection Law
48. Sports Law
49. Stress Management
50. Training of Trainers
51. Trusts and Estates Law
52. Accidents and Emergency Procedures
53. Certificate of Proficiency in Short-term Insurance (COP)
54. Driver Fatigue Management
55. Essentials of Deputy Sheriff Duties
56. Ethics in Leadership
57. Financial Compliance Essentials
58. Law of Arrest: Security Personnel Training
59. Mastering Brilliance in Diamond Cutting and Polishing
60. Mastering Conveyancing: Essential Techniques and Practices
61. Procurement and Supply
62. Understanding Money Laundering

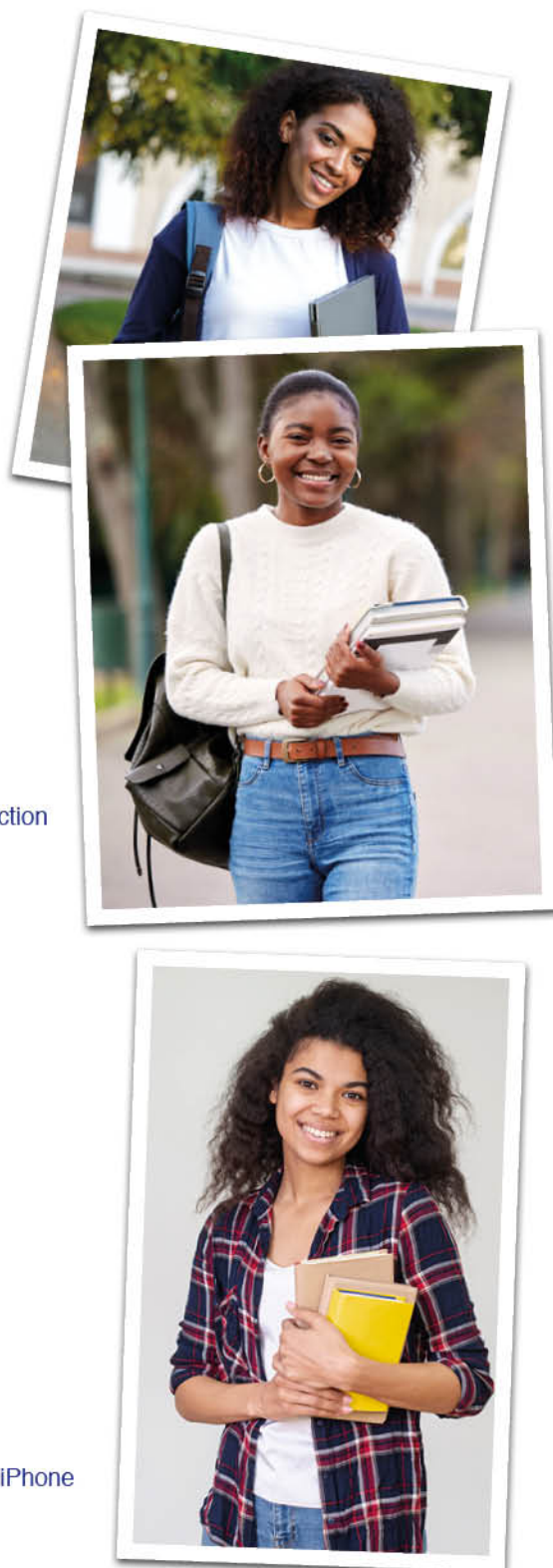




**CORPORATE TRAINING SHORT COURSES**

**DURATION: 2 - 5 DAYS**

63. Arbitration and Dispute Resolution
64. Corporate Governance Principles, Policies and Best Practices
65. Creative Problem Solving and Decision Making
66. Cyber Security Fundamentals 1
67. Dealing with Diversity
68. Emotional Intelligence
69. Essentials Of Internal Audit
70. Forensic Accounting and Fraud Control
71. High Performance Teams
72. IT Systems, Identity and Access Management
73. Leading And Managing People-Centred Change
74. Maintenance, Planning, Scheduling and Control
75. Negotiation Strategies for better Purchasing Value
76. Problem Solving Skills
77. Professional Organising Skills
78. Public Sector Management
79. Retail Marketing and Inventory Merchandising
80. Reward Management
81. Tendering Procedures and Bid Evaluation
82. Warehouse Management
83. Hospitality Management
84. Law of Contract
85. Managing Performance
86. Payroll Management
87. Procurement Planning and Bid Management
88. Quality Management for Business
89. Work Life Balance Maximising Productivity and Quality of Life
90. Improving Productivity through Quality Enhancement and Cost Reduction
91. Managing Multiple Tasks, Priorities and Deadlines
92. Security Practice
93. Sexual Harassment in the Workplace
94. Teaching Children with Intellectual Disabilities
95. Working Environment and Occupational Health
96. Communication Skills in Business
97. Databases for End-Users
98. Agribusiness and Value Addition
99. Beekeeping and Honey Production
100. Borehole Maintenance and Ownership
101. Crop Disease Identification and Management
102. Forklift Operation and Maintenance
103. Profitable Goat and Sheep Farming
104. Protocol and Etiquette in the Workplace
105. AI Awareness and Practical Use in the Workplace
106. Applied Artificial Intelligence for Advanced Beginners
107. Data Analysis Using Excel and Power B.I.
108. Digital Marketing with Social Media (Skills-Based Approach)
109. Digital Security in Action (Cybersecurity Skills Course)
110. Livestock Feed Production for Smallholder Use (A Practical Course)
111. Online Business: Dropshipping and Reselling Skills for Youth
112. Hands-on Cellphone and Small Device Repair Course - Android and iPhone
113. Social Media Management Skills Course
114. Online Freelancing and Virtual Work Skills (Practical Course)



**DURATION: 1 MONTH AND MORE**

1. Bookkeeping Basics in 30 Days
2. Business Administration in 25 Days
3. Entrepreneurship in 25 Days
4. Fashion Design in 5 Weeks
5. Poultry Production in 6 Weeks
6. Underground Ventilation – 11 Week Course
7. Executive Development Programme (12 Weeks)





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