



IUM

THE INTERNATIONAL
UNIVERSITY OF MANAGEMENT



20 24 UNDERGRADUATE PROSPECTUS

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It is our sacred duty to impart relevant 21st-century skills to our graduates for them to walk tall in the era of the 4th Industrial Revolution and beyond.

**Hon Prof David Richard Namwandi
(Founder & Chairman)**

VISION

To encourage and develop an African cadre of men and women who can operate at international standards in business.

MISSION STATEMENT

To establish a higher seat of learning in Namibia and train innovative specialists for the public and private sectors for Namibia and other countries in the world.

To train dedicated knowledge workers who will provide leadership at national and international levels

CAMPUSES/CENTRE

Dorado Park Campus (Main Campus)

Dorado Park, Extension 1, 21-31 Hercules Street • Private Bag 14005, Bachbrecht, Windhoek

T: +264 61 433 6000 | F: +264 61 433 6152 | e: ium@ium.edu.na
www.ium.edu.na

City Branch (Windhoek)

59 Bahnhof Street • Private Bag 14005, Bachbrecht, Windhoek

T: +264 61 245 150 | F: +264 61 248 112 | e: ium@ium.edu.na

Centre of Excellence for Education, Ongwediva

4380 Dr. Libertina Amadhila Street • P.O. Box 2775, Oshakati
T: +264 65 230 145 | F: +264 65 230 159 | e: adm.ong@ium.edu.na

Coastal Campus (Walvis Bay)

Pelican Mall, Cnr: Sam Nujoma/Getrud Kandanga Road • P.O. Box 346, Walvis Bay

T: +264 64 206 647 | F: +264 64 206 647
| e: adm.wbay@ium.edu.na

Nkurenkuru Campus

Erf 678 Nkurenkuru • P.O. Box 6038, Nkurenkuru

T: +264 66 264957/264500
| e: adm.nku@ium.edu.na

UNIVERSITY TITULAR HEAD

Bishop Dr. Shekutaamba Väinö-Väinö Nambala (Chancellor)

THE GOVERNING COUNCIL

Prof. David R. Namwandi	(Founder and Council Chair)
Mr. Peter Elindi	(Deputy Chairperson)
Prof. Osmund Damian Mwandemele	(Vice-Chancellor)
Ms. Lena Biwa	
Mr. John Nauta	
Dr. Ben Mulongeni	
Mr. Mikka Asino	
Mr. Gyorgy Trepper	
Ms. Dutte N. Shinyemba	
L.T Gen. (Rtd) E.D. Ndaitwa	
Dr. Iyaloo Shiimi	
Ms. Martha Kamkuema	
Mr. Aron J. Stephanus	
Prof. Kingo Mchombu	(Advisor to the Founder & Governing Council)
Ms. Ester Ndapewa Embanga	(Secretary to Council)
Ms. Loide Nghuulondo	(SRC President)

WHY CHOOSE TO STUDY AT THE INTERNATIONAL UNIVERSITY OF MANAGEMENT (IUM)



The International University of Management is one of the leading universities in Namibia. The University has four campuses, and two more are under construction. The Campuses are located in different parts of the country and within Windhoek City. The Campuses are:

- i) Windhoek Dorado Park Campus with branches in various parts of the City
- ii) Centre of Excellence for Education (Ongwediva)
- iii) Coastal Campus
- iv) Nkurenkuru Campus.

The IUM is ready to serve students at all the Campuses mentioned above. The IUM has the broad goal of educating students at local and international standards of doing business. The University programmes are fully accredited by the Namibia Qualification Authority (NQA) and the National Council of Higher Education (NCHE) thus ensuring quality programmes are offered at the highest level of internationally accepted standards.

The University offers a wide range of programmes through the following Faculties and Centres:

- Education Faculty
- Environment and Sustainable Tourism Faculty
- Health Sciences Faculty

- Information and Communication Technology (ICT) Faculty
 - Strategic Management and Business Administration Faculty
- Centres:
- Centre of Distance and eLearning (CDeL)
 - Centre for Improved Institutional Performance (CIIP)

The IUM through its Faculties, Centres and Campus offers courses in a wide range of disciplines and subjects. The IUM is a member of several Associations, including i) the Association of Business Schools (AABS) and ii) the Association of Private Higher Education Institutions, Namibia (APHEIN).

Student Support Services: Students are supported in their studies by several dedicated departments. The first one is the Directorate of Student & Customer Liaison Office which takes students' complaints and follows them up with the relevant IUM departments until such complaints are resolved. Second is the Dean of Students Office which manages day-to-day non-academic activities to ensure student's self-governance within the university regulations and policies. Final support is from the Student Councillors who are on every Campus to support the emotional and psychosocial needs of students.

Reasons why IUM has become a preferred university in Namibia:

- **Accreditation:** The IUM programmes are accredited by both NQA and NCHE to ensure the content of the programmes is up-to-date and compatible with international standards.
- **Qualified Staff:** IUM has highly qualified and committed teaching and administrative staff who take their student needs as their number one priority.
- **Flexible Fee-Paying System:** The University has put in place a flexible fee-payment system which enables students to pay in

instalments throughout the academic year. Please contact the Finance Department to make personal arrangements to suit your circumstances.

- **Postgraduate and Continuing Education:** The university has put in place special arrangements to support postgraduate studies as most of them hold full-time jobs. Hence the block release arrangements allow them to take short leave periods for their studies while most of their studies are conducted through online classes or distance learning. These arrangements help students to complete their studies on time or with just a short delay period.

- **Online Library:** IUM has a well-resourced online library to support learning and teaching for all students no matter where they are studying from.

- **Centre of Distance and eLearning:** The use of digital technologies creates the possibility of flexible learning opportunities which include distance, part time and online and digital learning.

THE VICE-CHANCELLORS STATEMENT

I wish to thank all the students who have decided to come to IUM and take their tertiary education with us for their self-development. It is my great pleasure to introduce you to our career-focused courses for 2024. We provide a very exciting range of opportunities, experiences and skills-



building for our students to make positive changes in society.

From its humble beginning in 1994, when IUM was known as the Institute of Education, under the leadership of the IUM Founder and Chairman of the Governing Council, Prof David R Namwandi. With the granting of a University charter in 2002, IUM has grown steadily to become one of the biggest and most innovative Universities in Namibia.

The Prospectuses for Undergraduate and Postgraduate Studies are aimed at guiding students to identify programmes which match their interests. The programmes are offered under the following Faculties and Centres:

- Faculty of Education
- Faculty of Environment and Sustainable Tourism
- Faculty of Health Sciences
- Faculty of Information and Communication Technology (ICT)
- Faculty of Strategic Management and Business Administration
- School of Postgraduate Studies
- Business School
- Centre for Languages and Communication
- Centre of Distance and eLearning
- Centre for Improved Institutional Performance (CIIP)

Each Faculty offers a range of disciplines and you are invited to discuss with the Faculty Representatives which courses might be of interest to you.

In addition, the undergraduate and postgraduate prospectuses are intended to empower new students and returning students with the latest curriculum information they require to make the right choices

on the academic programmes from Certificate, Diploma, Bachelor, Postgraduate Diploma, Masters and PhD level programmes offered at IUM IUM one of Namibia's Leading University.

In conclusion, you are all welcome to experience IUM by going through the various programmes available in the two Prospectuses. You are also urged to search online for additional information on the different areas of academic interest that the university might offer (go to www.ium.edu.na). All our partners, and stakeholders, including new and incoming students, as well as potential students and interested organisations are encouraged to familiarise themselves with this new Prospectus on the most current information about this University.

You have my best wishes for a pleasant and fruitful IUM academic experience.

Prof Osmund D Mwandemele
VICE-CHANCELLOR

BRIEF HISTORICAL BACKGROUND

The Roots and Focus

The International University of Management (IUM) has its roots in the Institute of Higher Education which was founded in 1994 by Honourable Prof David Richard Namwandi. He went on to serve as a Member of Parliament of the Republic of Namibia (2010 – 2015) during which period he also served as Deputy Minister of Education (2010 – 2013) and Minister of Education (2013 – 2015). IUM a sole Namibian initiative that started with one lecturer and one student, has now grown into an institution whose student population is currently more than 10000. The intellectual and vocational bases of the University are firmly rooted and focused in the areas of Management and ICT.

Since its humble beginnings, the university has gained recognition as a centre of excellence for the teaching of Management Science and ICT disciplines at all levels. While these disciplines remain the anchor, the University has since diversified its offerings at both undergraduate and postgraduate levels to address different economic and management needs in Namibia. In addition, the University has carried out numerous consultancies and research on behalf of both the private and public sectors in Namibia. IUM was officially launched as the first private University in Namibia on 26 October 2002 by the then State President, H E Dr Sam Shafiishuna Nujoma and its own Hi-Tech campus at Dorado Park in Windhoek was inaugurated on 26 April 2011 by the then State President, H E Dr Hifikepunye Pohamba.

Purpose of IUM

The purpose of the university is to educate and train young managers and entrepreneurs of the future; who will go out into

the world and help to generate work and wealth in those sectors of society where there is most need, demand or opportunity.

IUM's Uniqueness

This University and the students who pass through it are different in a number of ways:

- Our students are products of a social and an economic conscience inherent in the heart of the university's operations which focus, amongst others, on the choice and design of programmes.
- The University follows a path that respects the needs of the country and dedicates its efforts to the enhancement of the socio-economic wealth of its people.
- We are primarily aimed at the development of managers of the future and wealth creators in society.
- The University embraces the best theory not as an intellectual end in itself, but as the raw material of sound practice since the best principles and practice of management are based upon well-tested theories.
- The University is significantly organized and resourced to make positive contributions to the development of our country and thus directs its efforts at today's national needs and anticipates the challenges that have to be inevitably faced in the future.
- We are the first of the kind in Africa to establish a Faculty of HIV/AIDS. Given the magnitude of the HIV and AIDS pandemic in Africa, the importance of such a faculty cannot be overemphasized.

Research

The International University of Management has established itself as a teaching and research-oriented institution where both teaching and research excellence are valued and promoted to engender contributions to the advancement of knowledge to our professionals, students, and researchers and to the well-being of our stakeholders in a credible manner.

To actively promote research and establish a research culture at IUM, a comprehensive research agenda is formulated each academic year. Every faculty has a Research Committee and develops its research agenda based on submissions by all academic staff members. It is on this basis that IUM develops a comprehensive research agenda by integrating research interests indicated in each Faculty Research Agenda.

To achieve IUM's research objectives, the following strategies are being implemented:

- Pursuing excellence in the conduct of research through the application of scientific research methods applicable to the broad field of the Social Sciences;
- Conducting the whole range of research types (descriptive, analytical, basic and applied) and employing suitable approaches (qualitative, quantitative, or mixed methods) relevant to the interests of the researcher(s);
- Reviewing topic-specific literature as a basis for expanding the knowledge base on substantive as well as methodological issues; and exploring the theoretical terrain for research design;
- Developing and implementing an overall IUM Research Agenda based on inputs from all the individual faculty research agendas;
- Adopting the best approach in addressing specific research issues, including the choice of methods of data collection, verification and consolidation; analytical and statistical techniques for data management and, application of IT, including computer packages;
- Collaborating with researchers outside IUM, both national and international, to enhance quality research and promote the image of the university; and
- Encouraging both staff and students to participate in research and knowledge sharing throughout all the phases of research – from problem conceptualization and research design to data collection, management and processing, and analysis using computer programmes and report preparation.

REGULATIONS

The bulk of the first year subjects are aimed at ensuring that the student can understand and use the English language effectively.

GR 1: GENERAL

Subject to Faculty, Programme, Departmental, and Centre Special Regulations, the following regulations shall apply:

GR 1.1: General Regulations shall take precedence over all Special Regulations unless Senate provides otherwise.

GR 1.2: The Senate shall be the final authority for the interpretation of these regulations.

GR 1.3: The Senate has the right to amend, alter, cancel or replace any of these regulations.

GR 1.4: The Senate has the authority to exempt any student from any of the regulations.

GR 1.5: A student who has started a programme of study following one set of regulations shall not be affected by regulations subsequently adopted unless agreed to in writing by the student.

GR 1.6: There might, however, be cases which might warrant the non-application of the above regulation. In such cases, the Registrar shall immediately circulate a notice to that effect.

GR 2: THE STRUCTURE OF DEGREE PROGRAMMES

Students opting to register for the IUM degree programmes will commence in year one (1) subject to being granted exemptions on application to the relevant faculty.

The bulk of the first year subjects are aimed at ensuring that the student can understand and use the English language effectively.

GR 3: THE CERTIFICATE AND DIPLOMA PROGRAMMES

The purpose of the above programmes is to:

GR 3.1: Enable students wishing to register for degree programmes to attain relevant and required credits.

GR 3.2: Provide useful, relevant, and comprehensive stand-alone qualification(s) for students who wish to gain employment.

GR 4: ADMISSION REQUIREMENTS

GR 4.1: Students shall be selected and admitted on merit without regard to religion or cultural identity and regardless of ethnic origin, colour, race, political opinion, or gender.

GR 4.1.1: Subject to faculty, school, departmental, and centre special requirements for all qualifications, Mature Age entry to undergraduate certificate, diploma, and degree programmes shall be on the grounds that candidates:

- a) Are 25 years old or over in the year in which admission is sought
- b) Have at least 3 years' experience
- c) Have at least a pass at grade 10
- d) Provide a suitable reference relating to work experience

GR 4.2: Undergraduate Programmes

GR 4.2.1: The normal entry requirement to undergraduate degree programmes shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), provided that the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a minimum of 25 points on the IUM's evaluation scale.

GR 4.2.2: Certificate in Health and Wellness

GR 4.2.2.1: The normal entry requirement shall be a Namibia Senior Secondary Certificate Higher (NSSCH) or Higher International General Certificate for Secondary Education (HIGCSE) in four subjects with grades 1- 4; with a minimum of 20 points or more.

OR

A Namibia Senior Secondary Certificate Ordinary (NSSCO) level or International General Certificate for Secondary Education (IGCSE) with a minimum of E symbol in English Language totalling 20 points or more.

OR

A minimum of 20 points from a combination of NSSCH/HIGCSE and NSSCO/IGCSE. OR

Enter through a flexible learning path – mature age/prior learning with 3 years relevant experience in various fields in the world of work.

OR

The equivalent of any of the above as determined by the IUM Senate.

GR 4.2.3: Certificate in Pharmacist's Assistant Admission/entry requirements

A Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s) certificate with a minimum of 20 points; employed by a registered pharmacist in a pharmacy for a period of 2-3 years.

OR

Mature aged entry: 25 years of age, a Grade 10 certificate with a minimum of 18 points, and 4 years work experience in a pharmacy.

GR 4.2.4: Diploma in Health and Wellness

The normal requirement for entry into this programme shall be possession of a Certificate in Health and Wellness Studies (Level 5) or other equivalent qualification.

GR 4.2.5: Bachelor in Health and Wellness

GR4.2.5.1: The normal entry requirement to this programme shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualifications, provided that the candidate has passed five subjects (including English at Grade D) normally in not more than three examination sittings with a 25 points on the IUM's evaluation scale.

GR 4.2.5.2: Applicants should also meet the following requirements: Hold HIGCSE senior certificate in four subjects with 1- 4 symbols.

OR

Hold a IGCSE with a minimum of D symbol in English Language totalling twenty- five points or more.

OR

Enter through a flexible learning path – mature age/prior learning with five years’

relevant experience in various fields in the world of work.

OR

Hold a Diploma in Health and Wellness (Level 6) or equivalent.

GR 4.2.5.3: In addition to these requirements, admission to the degree programme shall also be subject to a successful interview/aptitude test (as required) and availability of places.

GR 4.2.6: Bachelor in Health and Wellness Honours

To be admitted to this programme, applicants must hold a Bachelor in Health and Wellness Studies degree at (National Qualifications Framework) NQF Level 7 or equivalent.

GR 4.2.7: Bachelor in Nursing Honours

GR 4.2.7.1: For the Bachelor in Nursing Honours programme, the entry requirement shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), provided that the candidate has passed five subjects including Mathematics, Biology, and Physical Science and a minimum of a grade D in English normally in not more than three examination sittings with a minimum of 25 points on the IUM’s evaluation scale.

GR 4.2.7.2: Mature Age entry for Bachelor in Nursing Honours applicants shall be considered if they are 25 years old and above and have at least 18-20 points at Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) examination or equivalent examination(s) and 3-4 years’ experience in nursing and midwifery (Enrolled Nurse/Midwife) in a clinic or hospital with 18 points.

GR 4.2.7.3: Shortlisted applicants will be interviewed.

GR 4.2.7.4: Successful applicants must register as nursing students with

the Nursing Council of Namibia.

GR 4.2.8: Bachelor in Education – Educational Leadership, Management and Policy Honours

To be admitted to this programme, candidates must already have level 7 or 6 (NQA or equivalent) qualifications with experience of at least three years in education or in a related organization as determined by Senate.

GR 4.2.10: Bachelor of Education Honours (Pre and Junior Primary)

GR 4.2.10.1: The normal entry requirements to this programme shall be:

An NSSCO/NSSAS or equivalent qualification(s), provided that the candidate has passed five subjects (including English with a minimum of a D symbol) normally in not more than three examination sittings with a minimum of 25 points on the IUM's evaluation scale. For, NSSAS holders, students will be exempted from NQF level 4 modules which are related to their previous field of studies with "A" to "D" symbol, access to the curriculum.

OR

A recognised qualification at NQF level 6 or equivalent with a minimum of a D symbol in English at NSSCO level.

OR

Mature age entry (As stipulated in GR 4.1.1).

GR 4.2.10.2: In addition, admission to this programme will be subject to a successful interview and/or aptitude placement tests as determined by the IUM Senate.

GR 4.2.10.3: Other requirements

English Language competencies

All students should demonstrate English competency by passing English at NSSCO/NSSAS level or equivalent with a minimum of a D symbol to be admitted.

Namibian language competencies

All students should demonstrate competency in a Namibian language by passing it at NSSCO/NSSAS level or equivalent with a minimum of D symbol to be admitted.

GR 4.2.11: Bachelor of Education Honours (Senior Primary)

GR 4.2.11.1: The normal entry requirement to this qualification shall be:

A NSSCO/NSSAS or equivalent qualification(s), provided that the candidate has passed five subjects (including English with a D symbol) normally in not more than three examination sittings with a minimum of 25 points on the IUM's evaluation scale.

For, NSSAS holders, students will be exempted from NQF level 4 modules which are related to their previous field of studies with "A" to "D" symbol, access to the curriculum.

OR

A recognised qualification at NQF level 6 or equivalent with a minimum of a D symbol in English at NSSCO/NSSAS level.

OR

Mature age entry (As stipulated in GR 4.1.1).

GR 4.2.11.2: In addition, admission to this programme will be subject to a successful interview and/or aptitude placement tests as determined by the IUM Senate.

GR 4.2.11.3: Other requirements English Language competencies

All students should demonstrate English competency by passing English at NSSCO/NSSAS level with a minimum of a D symbol. However, students who intend to specialise in English as a First Language – must have English as a First Language with a minimum of a D symbol at NSSCO/NSSAS level or equivalent. English as a Second Language – must have English as Second Language with a minimum of a D symbol at NSSCO/NSSAS level or equivalent.

Subject specialization

Student must have obtained a Minimum of a D symbol in the subjects/

related subjects they intend to specialise in Except English, Mathematics and any Namibian Language, the students must obtain a minimum of a C symbol to specialise in these subjects.

Practical Teaching

All students should acquire field experience in the second, third, and fourth years of study and submit a report. For the:

- second year - this field experience amounts to 2 weeks of class observation a year;
- third year - this period of teaching practice amounts to 4 weeks a year; and
- fourth year - this period of teaching practice amounts to 12 weeks a year.

Each and every one of these field experiences are examinable and are a requirement for graduation. Assessment is by means of observation of the student, student assessment by learners and staff, and by submission of a teaching portfolio. Furthermore, students will be encouraged to practise teaching in at least one (1) school in the rural setting during the 3 years of teaching practice and submit a report – which will be assessed.

GR 4.2.12: Bachelor of Education Honours (Secondary Education)

GR 4.2.12.1: The normal entry requirement to this qualification shall be:

A NSSCO/NSSAS or equivalent qualification(s), provided that the candidate has passed five subjects (including English with a D symbol) normally in not more than three examination sittings with a minimum of 25 points on the IUM's evaluation scale.

For, NSSAS holders, students will be exempted from NQF level 4 modules which are related to their previous field of studies with "A" to "D" symbol, access to the curriculum.

OR

A recognised qualification at NQF level 6 or equivalent with a minimum

of a D symbol in English at NSSCO/NSSAS.

GR 4.2.12.2: Students may also enter through Mature age entry (As stipulated in GR 4.1.1)

GR 4.2.12.3: In addition, admission to this programme will be subject to a successful interview and/or aptitude placement tests as determined by the IUM senate.

GR 4.2.12.4: Other requirements:

Language competencies (Namibian, English /foreign)

All students who intend to specialise in Namibian, English, or any foreign language:

- As their first language – must have the language as first language with a minimum of a D symbol at NSSCO/NSSAS.
- As their second language – must have language as second language with a minimum of a C symbol at NSSCO/NSSAS.

Subject specialization

Student must have obtained a Minimum of a D symbol in the subjects/ related subjects they intend to specialise in Except English, Mathematics and/or any Namibian Language, the students must obtain a minimum of a C symbol to specialise in these subjects.

GR 4.2.13: Diploma in Education (Pre and Junior Primary)

GR 4.2.13.1: The entry requirements to this qualification shall be:

Grade12/NSSCO/NSSAS or equivalent qualification(s), provided that the candidate has passed five subjects (including English with a minimum of a D grade) normally in not more than three examination sittings with a minimum of 23 points on the IUM's evaluation scale.

OR

A recognised qualification at NQF level 6 or equivalent.

OR

Mature age entry (As stipulated in GR 4.1.1)

GR 4.2.13.2: In addition, admission to this programme will be subject to a successful interview and/or aptitude placement tests as determined by the IUM senate.

GR 4.2.13.3: Other requirements:

English Language competencies

All students should demonstrate English competency by passing English at NSSCO/NSSAS level with a minimum of a D symbol in English.

Namibian language competencies

All students should demonstrate a Namibian language competency by passing it with a minimum of a D symbol at NSSCO/NSSCAS.

GR 4.3: Postgraduate Programmes

GR 4.3.1: Postgraduate Diploma in Education Admission/entry requirements:

- A candidate must hold a minimum of a recognised Bachelor degree at NQF Level 7 or equivalent.
- The undergraduate record must demonstrate that the candidate acquired the content knowledge of two (2) school subjects during three consecutive years of studies at the university (please see checklist for subject combinations below).
- Academic record for the Bachelor level NQF 7 must contain a component of research methodology.

Postgraduate Diploma in Education

Two Secondary School major subject's combination list

1. Mathematics and Science grouping

PSC1	Mathematics		and	Computer Studies	
PSC2	Mathematics		and	Agriculture	
PSC3	Mathematics		And	Biology	

PSC4	Mathematics		and	Physical Sciences	
PSC5	Biology		and	Physical Sciences	
PSC6	Computer Studies		and	Biology	
PSC7	Computer Studies		and	Physical Sciences	
PSC8	Biology		and	Agriculture	

2. Humanities Grouping/ SOCIAL SCIENCE

PSS1	Geography		and	History	
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3. Commerce Grouping

PC1	Accounting		and	Economics	
PC2	Accounting		and	Business Studies	
PC3	Accounting		and	Entrepreneurship	
PC4	Economics		and	Business Studies	
PC5	Economics		and	Entrepreneurship	

4. Information Technology Grouping: Available in Dorado Campus only

PIT1	Home Economics		and	Hospitality	
PIT2	Home Economics		and	Fashion and Fabrics	
PIT3	Office practice		and	Computer Studies	
PIT4	Computer Studies		and	Design and Technology	
PIT5	Computer Studies		and	Mathematics	

PIT6	Electricity and Electronics		and	Design and Technology	
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PIT7	Mathematics		and	Design and Technology	
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5. Language Grouping

PL1	English and another language as listed below		
	a) Afrikaans		
	b) Khoekhoegowab		
	c) Oshikwanyama		
	d) Oshindonga		
	e) Otjiherero		
	f) Rukwangali		
	g) Rumanyo		
	h) Silozi		

Note: The availability of a subject at any campus may be subject to demand.

GR 4.3.2: Postgraduate Diploma in Higher Education

To be admitted to this programme, a candidate must have a minimum of recognised Education Qualification on NQF Level 7 or equivalent.

Admission/entry requirements:

- A candidate must hold a recognised minimum Qualification at NQF **Level 7** with at least one-year relevant work experience as a trainer at an NQA recognised tertiary institution or institution of higher learning or organization or equivalent.

GR 4. 3.3: Postgraduate Diploma in Paediatric Nursing Admission/entry requirements

The entry requirements to this qualification shall be:

- Applicant must be in possession of a Bachelor Degree in Nursing (Level 7 or 8) or a Diploma in Comprehensive Nursing and Midwifery Science (4 years) (Level 7.)
- Registered as a nurse and midwife with the Nursing Council of Namibia
- Minimum of 2 years' experience as a registered nurse and midwife
- Recognition of prior learning (where applicable)

GR 4.3.4: Masters and Doctoral (PhD) programmes

Admission requirements for these programmes and related regulations are under each programme and under each set of programmes in the **School of Postgraduate Studies** section in this Prospectus.

GR 4.4: Stand Alone (Certificate and Diploma) Programmes

The normal entry requirement to Stand Alone (Certificate and Diploma) programmes shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), provided that the candidate has passed **five** subjects (**including English at Grade D**) normally in not more than three examination sittings with a minimum of **20** points on the IUM's evaluation scale.

GR 4.5: Preparatory Programme

The normal entry requirement to the university's Preparatory programme shall be a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), provided that the candidate has passed **five** subjects (**including English at Grade D**) normally in not more than three examination sittings with a minimum of **18** points on the IUM's evaluation scale.

GR 4.6: Special Regulation: BIS and Electronics Programmes

GR 4.6.1: For Business Information Systems (BIS), Honours degree programmes, a **D** grade in Mathematics is required. For a Certificate in Business Information Systems (BIS), an **E** grade in Mathematics is required.

GR 4.6.2: For the Electronics Honours degree programme, applicants must have a **C** grade in **Mathematics** and **C grade** in **English**. Admission is also subject to passing an aptitude test or an interview.

GR 4.7: Use of Previous Programmes/Qualifications for Entry Purposes

GR 4.7.1: For it to be considered as a basis for entering the university to further undergraduate studies, any undergraduate programme of study or qualification gained at the university or at another institution/university must have been gained in the previous three years.

GR 4.7.2: Where there is evidence of practical experience directly linked to the past or proposed programme of study, older or previous studies can be considered for entry to the university.

GR 4.8: English in Practice Upgrade Course A (6 Months)

GR 4.8.1: Candidates who obtain a Grade E in English shall be admitted provisionally until they pass the university's six-months Upgrade **course: English** in Practice.

GR 4.8.2: To pass this course, a candidate must obtain a mark of at least 50%.

GR 4.8.3: There shall be no supplementary examination for students who fail this course. Such students shall, however, have the opportunity to repeat the course once only.

GR 4.8.4: Anyone who has scored E in English at NSSCO level (excluding students intending to register or are registered for Education, Electronics and Health science course).

GR 4.9: English in Practice Upgrade Course B (One Year)

GR 4.9.1: Candidates who achieve good grades in the other NSSC subjects or equivalent and fail English shall be admitted provisionally until they pass the university's two-semester/one year **course** in **English** in Practice Upgrade Course B.

GR 4.9.2: To pass this course, a candidate must obtain a mark of at least 50%.

GR 4.9.3: There shall be no supplementary examination for students who fail this course. Such students shall, however, have the opportunity to repeat the course once only.

GR 4.10: Recognition of Prior Learning (RPL)

The University will recognise prior formal learning or learning gained from work experience as representing part or the full equivalent of academic entry requirements to the University as follows:

GR 4.10.1: Previous Formal Academic Study –formal learning, the results of which are evidenced by formal documentation from a recognised learning institution which was formally assessed and which may be registered under the NQF or its equivalent.

GR 4.10.1.1: In the past five years the applicant must have completed the equivalent of a full time study for one year (or its equivalent) and in doing that

- Has completed and successfully gained a qualification at the same NQF level (or its equivalent) in a field related to the programme applied for

OR

- Has successfully completed at least 70% of components of the last, full year of formal, full time study at the same NQF level or its equivalent in a field related to the programme applied for and where the applicant will no longer be pursuing that qualification

OR

- Is returning to study for the same qualification, at the same NQF level or equivalent as studies which were previously terminated, prior to completion of that year of study

OR

- The value of formal prior learning can be approved by the University via an assessment process

GR 4.10.2: Mature Age Entry (As stipulated in GR 4.1.1)

GR 4.10.2.2: Except for persons who wish to apply for Diploma in Education (Pre and Junior Primary) and Education Honours programmes/ qualifications (apart from B.Ed. – Educational Leadership, Management, and Policy) who will, in addition, be required to write a third paper titled Education Test, all candidates who meet the above conditions will be required to write a Mature Age entry examination in November in the following two papers:

- (a) English
- (b) Numeracy

GR 4.10.2.3: No mature age applicant can be admitted to the university if he/she does not write and pass the Mature Age entry examination.

GR 4.10.3: Previous Uncertified Study and Experience (recognition of learning from knowledge, skills, personal qualities acquired through life, work experience, studies which are not formally tested and other areas identified) which is not recognised by the results of formal academic study.

GR 4.10.3.1: Assessment must be based upon acceptable documentary evidence of one or a combination of

- Personal portfolios of experience, including evidence of employment and responsibilities, references and/or records of non-academic study
- Oral or written tests or examinations which are not linked to academic qualifications
- Simulated practical demonstrations to enable assessment of skills
- Interviews

GR 4.10.3.2: The assessment must justify and provide evidence to confirm that the education, skills and experience gained result in the applicant being at an equal level to an applicant admitted based on specific minimum academic entry conditions set by the University.

GR 4.10.4: Formal or uncertified study or experience: the standard of which is confirmed by a formal assessment process carried out by the University when justified and subject to approval as decided by the University Senate.

ACADEMIC REGULATIONS (AR) AR 1: CLASS ATTENDANCE

AR 1.1: A student registered for a subject/course/module must attend all classes prescribed for that subject/course/module.

AR 1.2: Students who enter or return to the university late shall not be entitled to special tuition.

AR 1.3: Students should attend at least 80% of the classes to qualify for examinations.

AR 1.4: Students who do not attend at least 80% of the classes shall be disqualified from writing examinations.

AR 2: DURATION OF VARIOUS PROGRAMMES

Any student beginning studies in the university in the first year of a programme must from the date of first registration complete

- (a) An integrated Bachelor Honours Degree: 4 years, but must be completed within 8 years of first registering for a stand-alone or bachelor honours degree programme.
- (b) A standalone Bachelor Honours Degree: 1 year, but must be completed within 2 years of first registering for it.
- (c) Postgraduate Diploma: 1 year, but must be completed within 2 years of first registering for it.
- (d) A Bachelor Degree: 3 years, but must be completed within 6 years of first registering for a standalone or bachelor degree programme.
- (e) A Certificate: 1 year, but must be completed within 2 years.
- (f) A Diploma: 2 years, but must be completed within 4 years.
- (g) A Master degree: 2 years, but must be completed within 4 years.

- (h) A Doctor of Philosophy degree: 3 years, but must be completed within 6 years.

AR 3: ANNUAL REGISTRATION

AR3.1: All students (Stand Alone, Undergraduate, and Postgraduate) must register each year in January/February for semester 1 and in July for Semester 2.

AR3.2: No research student, whether undergraduate or postgraduate, shall be supervised unless s/he is registered as stated in **AR 3.1**.

AR 4: Provisional Registration

AR 4.1: Provisional Registration shall apply to:

- (a) Non-Namibian students whose qualifications used to enter the university have not yet been evaluated by the Namibia Qualifications Authority (NQA).
- (b) Any continuing student who, by registration time, will not have known that he/she has passed at least 70% of the modules for their last year until after the announcement of supplementary examinations results.
- (c) Any student or applicant seeking exemptions but who does not yet have an exemptions letter.

AR 4.2: Provisional registration shall remain valid until 30 April only.

AR 5: REGISTRATION – STUDENTS AWAITING THE RESULTS OF SUPPLEMENTARY EXAMINATIONS

AR 5.1: Supplementary examinations students (awaiting results) who study year- long modules/courses must register to repeat the failed modules/courses, pay the relevant fees, attend classes, and submit CA work.

AR 5.2: If they pass, they can drop the subjects being repeated and the payment(s) made for those modules/courses will be used to reduce any outstanding balances.

AR 5.3: If they fail, they must continue to repeat the modules/courses.

AR 5.4: Students taking semester long modules/courses must register for the second semester modules/courses that they are to repeat in July.

AR 5.5: Where a student will only know if he/she can progress after the results of the supplementary examinations, he/she can only be provisionally registered at the next level of study. If after the supplementary examinations the student has not passed enough modules/courses to progress, he/she must repeat the last year/level and complete the outstanding modules/courses for that year/level.

AR 6: POSTPONEMENT/CANCELLATION OF STUDIES

AR 6.1: Any student registered on a programme of study who postpones his/her studies must resume studies within three years of last registration.

AR 6.2: Anyone resuming studies after a longer break than three years must have his/her application, including past marks, assessed by the Registrar's Office before being registered.

AR 6.3: Any student who does not notify the university in writing of the postponement or cancellation of his/her studies is liable to pay a re-registration fee if he/she returns to resume studies.

AR 6.4: Any student who wishes to cancel an individual module which they have registered to study must do so within 90 days of first registering for it. This will include any module registered for as an entry or progression requirement. The only exceptions will be where there has been an administrative error.

AR 7: PLAGIARISM

AR 7.1: Plagiarism is intellectual dishonesty or intellectual theft and is therefore a criminal offense.

AR 7.2: Plagiarism is committed when a scholar or student appropriates or steals another person's or student's work, essay, assignment, or paper without permission or acknowledgement of the original source.

AR 7.3: Plagiarism is also committed when a **student** shares his/her work with a fellow student and knowingly allows a fellow student to submit such work as his/her own.

In this case, both the student sharing his/her work and the student submitting the work as his/her own shall be guilty of plagiarism.

AR 7.4: Students at IUM sign an undertaking in **an appropriate section of** their

Application Form/Contract that they will not engage in plagiarism.

AR 7.5: IUM considers plagiarism very seriously and students who plagiarise shall be disciplined in accordance with the university's policy on plagiarism.

AR 8: PROGRESSION FROM YEAR TO YEAR

AR 8.1: Passing a course or module means obtaining a minimum final mark of at least 50% in a course or module.

AR 8.2: Normally, a student shall not proceed to a higher or subsequent year of study or level or course or module unless s/he has passed or has been exempted from the lower or previous year of study or course or module.

AR 8.3: A student must pass a minimum of at least 70% of the modules/courses of his/her last level of study before progressing to the next level.

AR 8.4: Students moving from a Bachelor (NQF level 7) to a Bachelor Honours degree (NQF level 8) must have completed a Bachelor Degree NQF Level 7 in the same subject or an equivalent, evidenced by the degree certificate or a transcript confirming the degree awarded.

AR 9: ADVANCED ENTRY/EXEMPTIONS

AR 9.1: Holders of academic qualifications or evidence of completed elements of formal academic studies obtained from other bona fide educational institutions may be granted exemptions on subjects sat for and passed.

AR 9.2: To qualify for exemptions, students shall complete IUM Exemption forms and submit their applications to the Office of the Registrar by the set due date.

AR 9.3: The application for exemption must be supported by acceptable documentary evidence of the qualification(s) held or formal studies undertaken. Such evidence shall be in the form of certified copies of academic certificates and certified copies of academic transcripts showing qualifications held and grades obtained.

Alternatively, as evidence of formal studies undertaken, certified academic records showing qualifications held, studies completed and grades or marks obtained shall be required.

AR 9.4: Copies of the syllabi for the qualifications or subjects submitted as the basis for exemption and documentary evidence of their NQF level(s) involved or their equivalents shall also be required.

AR 9.5: The subjects for which exemption is sought must have been sat for and passed in one sitting and the qualification must have been obtained within a period of five years.

AR 9.6: No exemption shall be obtained at Higher Diploma and at Degree final year levels.

AR 9.7: No exemption shall be granted for any subject previously failed.

AR 9.8: The subjects for which exemption is sought must have been studied and the qualification obtained at an NQA accredited institution or equivalent.

AR 9.9: Credits from other universities and/or institutions and IUM (when, for example, moving from one qualification to another) may be awarded up to fifty per cent of total credits for any qualification at IUM.

AR 9.10: Subject to meeting all requirements, any student/applicant with an exemption letter can be fully registered. The letter must indicate subjects from which the student/applicant is exempted and does not thus have to study and must, in addition, show additional subjects that the student/applicant has to study.

AR 9.11: Any student/applicant seeking exemptions without an exemption letter must be provisionally registered and issued with a provisional registration letter only.

AR 9.12: Exemptions are awarded only at the time of application for a programme of study. They cannot be awarded retrospectively after joining the new programme of study.

AR 9.13: Where the applicant has practical experience or has taken informal study, this can supplement prior academic achievements and may also be considered in assessment of the basis for exemption.

AR 9.14: Exemption from Internship

For a student to be considered for exemption from Internship, he/she must meet the following minimum requirements:

- a) Must have successfully completed an internship programme elsewhere; provided that
 - i) the internship programme is relevant and related to the degree programme being pursued
 - ii) the internship should have been undertaken within a period not exceeding 3 years
 - iii) the applicant provides documentary evidence of the completed internship programme. Evidence must be in a form of a letter from the employer and written proof or evidence of the successful completion of the internship programme

OR

- b) The applicant must be currently employed or recently have been employed; provided that he/she must
 - i) be or has been employed in a position or performing duties relevant and related to the degree programme being pursued
 - ii) provide a letter from the employer as proof of employment. This letter should state the period (i.e. dates) of employment
 - iii) has been employed for a period of not less than 3 months from the time of seeking exemption

AR 10: ASSESSMENT

AR 10.1: Evaluation/Assessment of candidates shall be based on Continuous Assessment (CA) and Formal Examinations (FE).

AR 10.2: For each module or course, there shall be **three** pieces of CA work during each semester.

AR 10.3: Normally, CA work consists of **either 2 Assignments and 1 Test or vice versa per semester.**

AR 10.4: There shall be no changing or rounding up of CA marks.

AR 10.5: A Continuous Assessment (CA) mark shall normally remain valid for one semester only.

AR 10.6: Unless individual subject/discipline distinctions or requirements are approved by Senate, CA shall be 40% of the overall assessment of a course and FE shall account for 60% of the overall assessment of the course.

AR 10.7: Any student who does not furnish the relevant authority with sufficient proof for not completing required coursework (CA) by the stipulated date shall be awarded a zero for that piece of work.

AR 10.8: A student shall have a period of six months after a final mark is released to raise a query regarding that mark. After six months, no query or amendment to marks will be considered.

AR 10.9: Students shall also be informed of these regulations by means of a **Course Outline** normally at the beginning of each course at the beginning of each semester.

AR 10.10: Any academic queries or decisions concerning continuous assessment (CA) shall be referred to the Pro Vice-Chancellor: Academic & Research.

AR 10.11: Any queries or decisions about the implementation of university policies and procedures involving continuous assessment (CA) work shall be referred to the Director: Examinations Management.

AR 11: MAKE-UP ASSIGNMENTS AND/OR TESTS

AR 11.1: To ensure sound academic standards, no make-up assignments and/or tests shall be administered.

AR 11.2: IUM considers the administration of make-up assignments and/or tests very seriously and anyone who contravenes this regulation shall be disciplined in accordance with the university's policy on assignments and tests.

AR 12: RESEARCH PROJECTS

AR 12.1: The submission of Research Projects is mandatory for all students in the final year of their undergraduate degree programmes.

AR 12.2: Research Projects will be administered by the Deans of Faculty who shall be assisted in this regard by Heads of Department in his/her faculty.

AR 12.3: All Research Projects shall be supervised by academic staff in the programme in which the student is registered.

AR 12.4: Students shall not change supervisors during the period in which they are registered for their programme.

AR 12.5: However, if obtaining conditions merit it, the change of supervisors shall be considered, provided students take up the matter with their Heads of Department and/or Deans, as the case may be.

AR 13: EXAMINATIONS

AR 13.1: There shall be Formal/Final Examinations (FE) at the end of each semester in June and November each year.

AR 13.2: Examinations for the 6-month **programmes in the Centre for the Improvement of Institutional Performance** (CIIP) shall be held in June and November each year.

AR 13.3: Examinations for the 12-month **programmes in the Centre for the Improvement of Institutional Performance** (CIIP) shall be held in November each year.

AR 13.4: Examinations for other courses/programmes offered by the Centre for **Improved Institutional Performance** (CIIP) shall be held as and when it is deemed fit to do so or as soon as the courses/programmes are completed.

AR 13.5: To pass a module, a candidate must obtain a composite mark of at least 50% in that module. This must include a minimum average continuous assessment mark of at least 50% and a minimum examination mark (subminimum) at least **36% in that module**.

AR 13.6: In addition, this must include a minimum continuous assessment mark of at least 50% and a minimum examination (subminimum) of at

least 36% in that module.

AR 13.7: Marked Examination Answer Books, Practical Projects, Research Projects, Oral Examination, Practical Files etc. remains the property of IUM and will not be accessible for the students.

AR 14: PRACTICAL EXAMINATIONS IN THE FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

AR 14.1: From the academic year 2019 until further notice, the ICT Faculty shall administer Final Practical Examinations.

AR 14.2: IUM assessments and examination regulations as stipulated in the Prospectus and other documents shall apply to all final practical examinations in ICT.

AR 14.3: Additional guidelines to practical examinations in ICT can be obtained from the Directorate of Examinations Management or from the Office of the Dean: Faculty of ICT.

AR 15: ELIGIBILITY FOR EXAMINATIONS

AR 15.1: To be eligible to write examinations in a course or module, a candidate must obtain an average Continuous Assessment (CA) mark of at least 50% in that course or module.

AR 15.2: A candidate who fails to achieve this mark shall repeat the course or module, shall meet the 80% class attendance requirement, and shall complete all required CA marks and requirements to pass a module.

AR 15.3: A student shall be required to produce a valid student card of the current academic year on entrance to the examination venue.

AR 15.4: A student shall be required to produce a university examination admission slip confirming that s/he is academically eligible to sit the examination for which s/he is a candidate.

AR 15.5: A candidate shall also be required to produce a university Clearance Card confirming that s/he has cleared all funds due to the university.

AR 16: SUPPLEMENTARY EXAMINATIONS

AR 16.1: For candidate, who obtain a composite mark of at least 40 – 49% during the first Examination after qualifying, shall be allowed to sit for a Supplementary Examination.

AR 16.2: Supplementary examinations shall normally be held within the first two weeks prior to the beginning of each semester.

AR 16.3: To pass a supplementary examination, a candidate must obtain a mark of at least 50% in the examination and a composite mark of 50%.

AR 16.4: All marks higher than 50% obtained in the supplementary examination will be rounded down to 50%. CAs will not be considered for the supplementary examination

AR 16.5: A candidate qualifying for a supplementary examination will be automatically registered to take this examination at the first opportunity after qualifying. If the candidate fails to take this first opportunity, the student will have failed the module and will have to repeat it.

AR 17: POSTPONEMENT OF EXAMINATIONS

AR 17.1: A candidate that is absent from examination during the main / final examination will be automatically registered to take this examination at the first available opportunity after the main/final examination. If the candidate fails to take this first available opportunity, the student will have failed the module and will have to repeat it.

AR 17.2: There is no Supplementary Examination for candidates who sit for Late Final Examination.

AR 18: SPECIAL EXAMINATIONS

AR 18.1: Introduction

The university has introduced special examinations from 2020 academic year.

AR 18.2: Qualifying to write special examinations

- a) Special examinations are strictly limited to final year students who have one subject only left from any year of study before they would graduate; provided that:

- i) they have attempted all available exams opportunities
 - ii) their previous exam results were not disqualified due to disciplinary issues
 - iii) they had qualified to write exams before
- b) Students found to violate the restriction stipulated in (a) would have their examination result disqualified.
- c) Passing the subject would then make the student eligible for graduation.
- d) Students seeking a special exam must complete a special exams application form and submit it to the Examinations Office.
- e) An applicant must pay the special examination fee as determined by the Financial Controller.
- f) Special exams shall only be administered once a year in July each year.

AR 18.3: Passing a subject on Special Examination provision

- a) To pass a special examination, a candidate must obtain a mark of at least 50% in the examination.
- b) All marks higher than 50% obtained in the special examination will be rounded down to 50%.
- c) CAs will not be considered for the special examination.
- d) A student who fails a special examination must repeat the subject.

AR 19: ASSESSMENT OF STUDENTS WITH SPECIAL LEARNING NEEDS

AR 19.1: The Director of Examinations Management may, upon recommendation of the Dean and/or Head of Department, grant additional time based on the category of disability to students with physical disabilities to complete the examination.

AR 19.2: Students wishing to make use of such additional time should submit a written request to the Directorate of Examinations Management and should provide proof of the disability.

AR 20: CONTAGIOUS/ COMMUNICABLE DISEASES

AR 20.1: Students suffering from contagious/communicable diseases, particularly in times of known epidemics, will be required to write examinations in seclusion, or may be required to write a special examination at a date and time as decided by the Director of Examinations Management.

AR 21: APPEAL BY A CANDIDATE

AR 21. 1: Remark (Applicable only to Examined Courses) A student who has failed a course may upon written application and payment of the prescribed non- refundable fee, request remarking of his/her scripts for such course(s).

AR 21. 2: A student will not be allowed to see his or her examination script.

AR 21.3: The remarking will be done by a moderator, hereinafter referred to as the arbiter.

AR 21.4: The student is required to complete the remark application form.

AR 21.5: The marks allocated by the arbiter shall constitute the results of the remark. Such result shall supersede the result of the original examination and may cause a lowering of the mark or symbol originally awarded.

AR 21.6: Remarking shall not be permitted for scripts already moderated, practical examinations or for a course of which all papers are marked entirely by computer, supplementary late final and special examinations.

AR 21.7: A student who applies for the remarking of a course shall not forfeit any right which he/she may already have to a supplementary examination. If the remarking results in the student passing the course, this shall supersede the original and/or supplementary examination result.

AR 22. CLASSIFICATION OF AWARDS

AR 22.1: Bachelor Honours degrees shall be classified as follows: 80 and above First-Class Division

70 – 79 Upper Second Class Division

60 – 69 Lower Second Class Division

50 – 59 Pass

AR 22.2: Bachelor degrees (without honours) shall be classified as Pass

AR 22.3: Performance below 50% in Bachelor degree programmes shall be treated as follows:

40 – 49 Supplementary Fail

0 – 39 Fail

AR 22.4: All other undergraduate and postgraduate qualifications issued by the University shall not be classified and shall be only Pass or Fail.

AR 23: DETERMINATION AND ANNOUNCEMENT OF RESULTS

AR 23.1: All results shall, on the recommendation of the relevant faculties, be determined by Senate and shall be announced by the Office of the Director: Examinations Management.

AR 24: POST-TRANSITION ARRANGEMENTS– 2020 GUIDELINES

AR 24.1: In 2019, the university completed the 2-year Transitional Arrangements programme from the Old to the New Curriculum. No further transitional opportunities shall be made in 2020 and beyond.

AR 24.2: In 2020 and beyond, students with incomplete subjects in discontinued qualifications (Certificate, Higher Certificate, Higher Diploma or integrated Honours Degrees) will not have the opportunity to complete these outstanding subjects.

AR 24.3: Students with incomplete subjects in discontinued qualifications (Certificate, Higher Certificate, Higher Diploma or integrated Honours Degrees) must apply and register for new qualifications. Their applications will be assessed by the Recognition of Prior Learning committee to determine new subjects to complete, subjects to be exempted, and the year of study. Existing Exemption regulations shall apply.

FINANCE REGULATIONS

FR 1: Tuition Fees

- 1.1 : All foreign students shall pay a 50% deposit of the total annual tuition fees upon registration.
- 1.2 : Tuition fees paid by instalment shall be paid on or before the 3rd of every month irrespective of the date of enrolment/commencement of classes.
- 1.3 : There are two (2) semesters in an academic year. A semester's tuition fees must be paid in eight (8) equal instalments beginning one month after enrolment/commencement of classes.
- 1.4 : Students in arrears of up to one (1) month instalment will be suspended from classes until such fees owed have been paid in full.
- 1.5 : Tuition fees shall be paid fully per course and **not** per duration of the course irrespective of the date of the start of classes.
- 1.6 : No tuition fees shall be transferred from one student to another.
- 1.7 : A penalty of 12.5% will be charged on late payments.
- 1.8 : No transcripts shall be released to any student before clearing all outstanding fees.

FR 2: Examination Fees

- 1.1 : Where applicable, examination fees shall be paid separately from tuition fees.
- 1.2 : In the case of external examinations administered by IUM, the following fees, determined from time to time, will be paid in advance:

- . fees payable to the examination body (if applicable)
- . invigilation

- . processing
- . postage/telephone/fax

FR 3: Other Fees

The following fees are payable separately from tuition fees:

- . registration
- . annual subscriptions
- . exemption

FR 4: Refund Policy

1.1 : The application/evaluation fee is not refundable.

1.2 : A student may cancel enrolment within three (3) working days following enrolment and receive a refund of all transfer credit fees and all tuition fees for independent studies courses.

1.3 : Cancellation of studies is normally made by registered mail or by e- mail and the date of the postmark or e-mail will determine the effective date of cancellation.

4:4: Thereafter, the student may receive a 50% refund within thirty (30) days; 30% within sixty (60) days; and 10% within ninety (90) days of the

cancellation of studies, provided that the programme/qualification registered for has not been completed.

1.5 : Refunds will normally be made within thirty (30) days of the receipt of the written request for cancellation.

1.6 : Any disagreement in this regard may be filed with the Chairperson of the University's Governing Council within thirty (30) days.

LIBRARY RULES AND REGULATIONS

For the library to provide the most conducive learning environment, the following rules and regulations shall apply:

LR 1: Silence must be observed in the library at all times.

LR 2: University identification cards must be shown at the entrance to the library. No person shall enter or leave the library except via authorized entrance and exit points.

LR 3: Library users are expected to be responsible for their valuables. The library shall not be held liable for any loss.

LR 4: Every student should use his/her own student card to borrow books and/or book a computer. Library computers must be used for academic purposes only.

LR 5: The user is responsible for books in his/her possession/account (even if you used your account to borrow for a friend)

LR 6: Any library user who damage/mutilate or lose a library material shall be liable to replace the material based on current market price of the latest edition of the material lost or mutilated.

LR 7: Users are expected to check the condition of the book they intend to borrow to ensure that it is in a good condition before borrowing it. Only those books that are in good condition will be loaned out.

LR 8: Stealing or attempting to steal library property is a punishable offence.

LR 9: Restrictions

LR 9.1: Phone calls shall not be made in the library and briefcases and bags shall not be allowed in the library. Mobile phones must be **put on silent before entering** the library and bags and briefcases must be left in the baggage area outside the library.

LR 9.2: Music players shall not be allowed in the library.

LR 9.3: Order and good conduct must be observed in the library. Placing feet on desks/chairs and sleeping in the library shall not be allowed.

LR 9.4: Eating and drinking in the library is forbidden. No food or drink should be brought into the library.

LR 9.5: Reserving sitting space or leaving personal books/ files on tables for long is not be allowed.

LR 9.6: Writing, marking, defacing or damaging library materials/ facilities is prohibited. Users who engage in any of these activities shall replace the damaged library property.

LR 9.7: Library books used in the library must be left on the tables and **not** re- shelved by users.

LR 9.8: Littering the library is prohibited. Use the provided bins to dispose litter. **LR 10:** Any user who wilfully damages library property will face disciplinary action by the University disciplinary committee.

LR 11: Overdue books, use of mobiles (LR 7.1 & LR 7.2) and indiscipline shall attract a fine.

LR 12: Users who have overdue item(s) and pending fines shall be suspended from borrowing any library items until the overdue item is returned and or fines are fully settled

LR 13: Library Clearance: All students must clear with the library upon completion of their courses or when required by the university to do so.

Semester opening hours			
Library	Monday- Thursday	Fridays	Saturday
Dorado	08:00 – 21:30	08:00- 21:30	09:00 – 16:00
Windhoek City	08:00-19:00	08:00- 17:00	09:00 – 16:00
Ongwediva	08:00-19:00	08:00- 17:00	08:30 – 16:30
Coastal	08:00-19:00	08:00 17:00	09:00 – 16:00

Nkurenkuru	08:00-17:00	08:00-17:00	09:00 – 16:00
Recess opening hours			

All libraries	08:00 – 17:00	CLOSED
ALL LIBRARIES ARE CLOSED ON SUNDAYS AND PUBLIC HOLIDAYS		

Gr 4.2.8: bachelor in education – educational leadership, management and policy honours

To be admitted to this programme, candidates must already have level 7 or 6 (NQA or equivalent) qualifications with experience of at least three years in education or in a related organization as determined by the Senate.

GR 4.2.10: Bachelor of Education Honours (Pre and Junior Primary)

GR 4.2.10.1: The normal entry requirements to this programme shall be:

An NSSCO/NSSAS or equivalent qualification(s), provided that the candidate has passed five subjects (including English with a minimum of a D symbol) normally in not more than three examination sittings with a minimum of 25 points on the IUM's evaluation scale. For, NSSAS holders, students will be exempted from NQF level 4 modules which are related to their previous field of studies with the "A" to "D" symbols, and access to the curriculum.

OR

A recognised qualification at NQF level 6 or equivalent with a minimum of a D symbol in English at the NSSCO level.

OR

Mature age entry (As stipulated in GR 4.1.1).

GR 4.2.10.2: In addition, admission to this programme will be subject to

a successful interview and/or aptitude placement tests as determined by the IUM Senate.

GR 4.2.10.3: Other requirements

English Language competencies

All students should demonstrate English competency by passing English at the NSSCO/NSSAS level or equivalent with a minimum of a D symbol to be admitted.

Namibian language competencies

All students should demonstrate competency in a Namibian language by passing it at the NSSCO/NSSAS level or equivalent with a minimum of D symbol to be admitted.

GR 4.2.11: Bachelor of Education Honours (Senior Primary)

GR 4.2.11.1: The normal entry requirement for this qualification shall be:

A NSSCO/NSSAS or equivalent qualification(s), provided that the candidate has passed five subjects (including English with a D symbol) normally in not more than three examination sittings with a minimum of 25 points on the IUM's evaluation scale.

For, NSSAS holders, students will be exempted from NQF level 4 modules which are related to their previous field of studies with "A" to "D" symbols, and access to the curriculum.

OR

A recognised qualification at NQF level 6 or equivalent with a minimum of a D symbol in English at the NSSCO/NSSAS level.

OR

Mature age entry (As stipulated in GR 4.1.1).

GR 4.2.11.2: In addition, admission to this programme will be subject to a successful interview and/or aptitude placement tests as determined by the IUM Senate.

GR 4.2.11.3: Other requirements

English Language competencies

All students should demonstrate English competency by passing English at the NSSCO/NSSAS level with a minimum of a D symbol. However, students who intend to specialise in English as a First Language – must have English as a First Language with a minimum of a D symbol at NSSCO/NSSAS level or equivalent. English as a Second Language – must have English as Second Language with a minimum of a D symbol at NSSCO/NSSAS level or equivalent.

Subject specialization

Students must have obtained a Minimum of a D symbol in the subjects/ related subjects they intend to specialise in Except English, Mathematics and any Namibian Language, the students must obtain a minimum of a C symbol to specialise in these subjects

Practical Teaching

All students should acquire field experience in the second, third, and fourth years of study and submit a report. For the:

- second year - this field experience amounts to 2 weeks of class observation a year;
- third year - the period of teaching practice amounts to 4 weeks a year; and
- fourth year - the period of teaching practice amounts to 12 weeks a year.

Every one of these field experiences is examinable and is a requirement for graduation. Assessment is conducted using observation of the student, student assessment by learners and staff, and submission of a teaching portfolio. Furthermore, students will be encouraged to practice teaching in at least one (1) school in the rural setting during the 3 years of teaching practice and submit a report – which will be assessed.

GR 4.2.12: BACHELOR OF EDUCATION HONOURS (SECONDARY EDUCATION)

GR 4.2.12.1: The normal entry requirement for this qualification shall be:

A NSSCO/NSSAS or equivalent qualification(s), provided that the candidate has passed five subjects (including English with a D symbol) normally in not more than three examination sittings with a minimum of 25 points on the IUM's evaluation scale.

For, NSSAS holders, students will be exempted from NQF level 4 modules which are related to their previous field of studies with "A" to "D" symbols, and access to the curriculum.

OR

A recognised qualification at NQF level 6 or equivalent with a minimum of a D symbol in English at NSSCO/NSSAS.

GR 4.2.12.2: Students may also enter through Mature age entry (As stipulated in GR 4.1.1)

GR 4.2.12.3: In addition, admission to this programme will be subject to a successful interview and/or aptitude placement tests as determined by the IUM senate.

GR 4.2.12.4: Other requirements:

Language competencies (Namibian, English /foreign)

All students who intend to specialise in Namibian, English, or any foreign language:

- As their first language – must have the language as first language with a minimum of a D symbol at NSSCO/NSSAS.
- As their second language – must have language as second language with a minimum of a C symbol at NSSCO/NSSAS.

Subject specialization

Students must have obtained a Minimum of a D symbol in the subjects/ related subjects they intend to specialise in Except English, Mathematics and/or any Namibian Language, the students must obtain a minimum of a C symbol to specialise in these subjects.

GR 4.2.13: DIPLOMA IN EDUCATION (PRE AND JUNIOR PRIMARY)

GR 4.2.13.1: The entry requirements to this qualification shall be:

Grade12/NSSCO/NSSAS or equivalent qualification(s), provided that the candidate has passed five subjects (including English with a minimum of a D grade) normally in not more than three examination sittings with a minimum of 23 points on the IUM's evaluation scale.

OR

A recognised qualification at NQF level 6 or equivalent.

OR

Mature age entry (As stipulated in GR 4.1.1)

GR 4.2.13.2: In addition, admission to this programme will be subject to a successful interview and/or aptitude placement tests as determined by the IUM senate.

GR 4.2.13.3: Other requirements:

English Language competencies

All students should demonstrate English competency by passing English at the NSSCO/NSSAS level with a minimum of a D symbol in English.

Namibian language competencies

All students should demonstrate a Namibian language competency by passing it with a minimum of a D symbol at NSSCO/NSSCAS.

FACULTY OF EDUCATION

Diploma in Education - Pre and Junior Primary (NQF Level: 7)

1. Rationale

The demand for qualified teachers who are competent in the management and delivery of the revised Namibian school curriculum, particularly at the pre and junior phases, and support all children to learn, led to the development of this qualification. The qualification's purpose is to prepare and develop a holistic and flexible teacher capable of teaching in both the pre-primary and junior primary phases. The pre-kindergarten and junior years are crucial in the development of every child because they lay the groundwork for education and long-term success. Over the past five years, the current National Development Plan (NDP) 5, (2017–2022), which focuses on structural modernization and transformation, has sought to create inclusive, sustainable, and equitable economic growth by ensuring a sustainable environment and enhancing resilience.

This qualification seeks to identify candidates who will contribute to the aforementioned areas to meet the need to accelerate the country's economic growth. The NDP 5 claims that economic growth has not yet resulted in the necessary levels of unemployment reduction or social and economic inequality improvement. Because the targets cannot be met without the essential input from qualified teachers who are capable of implementing the national curriculum and assessments, the development of this certification was driven by the necessity to address the aforementioned challenge. There is a high demand for appropriately qualified teachers, especially for early childhood education, which brought about the design and development of this qualification.

2. Purpose of the qualification

This qualification's main purpose is to develop professionally qualified teachers who will include both practical and theoretical components; to improve the quality of the teaching and learning environment; encourage research and development; and enhancing professional development for the overall improvement of early childhood education; and the appropriate pedagogical approaches to ensure enhanced learning outcomes in a variety of circumstances. Furthermore, this qualification aims to provide early childhood educators with an in-depth understanding of the subject matter, sound professional teaching skills, including multi-grade teaching skills, as well as skills for working with children age five (5) through nine (9) years, Grade 0 through Grade 3 and the ability to adapt to Namibia's ever-changing early childhood educational needs. Furthermore, an emphasis is placed on the integration of appropriate technology in the school curriculum at this level. It will give young, aspiring early childhood educators as well as experienced practitioners' access to IUM studies in early childhood education.

Namibia's education and training sector is committed to ensuring that all children in early childhood settings have the opportunity to develop their individual, socio-emotional, and psychomotor skills, as well as to build confidence and self-esteem in learning, which will lay the foundations for learning and support them throughout their lifetime.

This qualification will help the country to produce early childhood educators who are competent and innovative for a lasting impact on the learners' lives. The goal of this qualification will improve the quality of classroom teaching,

learning, and management, to increase the availability and access to quality education at the early childhood education level, and to reduce children's vulnerability to failure and dropout at later stages of education. As a result, students who complete this qualification will be well versed in not only varied but also flexible teaching strategies within well-structured sequences of fun lessons with stories, songs, and movement. Upon graduation, the students will be prepared for pre and junior primary school class teaching and learning as well as management.

Additionally, this qualification will give teachers the resources they require to succeed early childhood teachers, academic managers, and administrators. This qualification will not only meet but also implement all the requirements for training quality early childhood educators as articulated by the Ministry of Basic Education in its ministerial policy documents. Stakeholders were consulted in terms of the review of the qualification.

Who is this qualification for?

This qualification is intended for aspiring early childhood educators who are willing to take positions in both private and public schools and be trained to implement thematic/integration approaches to teaching and learning. It is designed to stretch and challenge teachers to reach their full potential and become key players in the education system that will make a lasting impact on the early childhood education industry. The argument is that a teacher must first be a student, which informs the development of this qualification, which is intended for those who are eager to enrol in classes before becoming professionally qualified as early childhood teachers.

3. Admission requirements

This qualification targets those individuals willing to

become students to be transformed into professional pre and junior primary teachers and have the following entry requirements: Holders of a grade 12/NSSCO/NSSCAS with a minimum of 23 points in the best five subjects passed and a minimum of D in English and D in a Namibian language on the IUM's evaluation scale or equivalent qualification(s), a recognised qualification at NQF (level 6) or equivalent. Students may also be admitted through the mature age entry, which requires them to be at least 25 years old or older in the year in which admission is sought and must have at least 2 years of teaching experience and provide a suitable reference from a recognised public services official. Furthermore, these students should have passed grade 10. Compliance with these requirements does not guarantee acceptance into the qualification. To determine the candidates' suitability for the qualification, the faculty of education will administer an interview and/or Aptitude placement test to recruit prospective teachers with appropriate teacher attributes, motivation for teaching, and ethical competencies. Additional requirements include English competency with a minimum of D- symbol in English and a Namibian language competency with a minimum grade of D as a requirement for enrolment in this qualification.

4. Qualification duration

The study period for the qualification is a minimum of 3 years and a maximum of 5 years both for full-time and part-time mode. The study period comprises of two semesters per academic year, where semester 1 runs from January to June and semester 2 runs from July to December.

5. Outcomes for the whole qualification

Holders of this qualification are able to:

- Apply subject and pedagogical knowledge, including how to select, sequence, and pace content based on both the subject and the needs of the learners.
- Apply the concepts, theories, principles and facts related to the pre and junior primary school curriculum subjects.
- Adopt, prepare and implement teaching approaches, which are inclusive and appropriate to the developmental needs of all learners.
- Implement learner-centred education and theories on literacy and numeracy development.
- Implement strategies to cope with code-switching and developing in learners the ability to think in the target language.
- Design, develop, implement and analyse curricula for pre and junior level.

6. Articulation

Vertically, the Diploma in Education Pre and Junior Primary leads to admission to the Bachelor of Education in Pre and Junior Primary Honours programme. Interfaculty students may apply for approval with the Deans of other faculties for assessment to gain admission to any Bachelor honours. Horizontally, students may progress into existing or new related undergraduate teacher qualifications.

7. Credit systems

Reference is made to the internationally acceptable formula: one (1) credit equates to ten (10) notional hours (learning). The general guideline for teaching and learning time per course, based on the 10 hours per credit approach, is as per the table below. An example of a course with 10

credits was used to determine the notion hours.

8. Qualification structure

Courses, Courses Codes, Study Time, NQF Level and Credits

YEAR 1 (116 credits)				
SEMESTER 1 (34 credits)				
Course Title	Course Code	Notional Hours	NQF Level	Credits
IT Skills for Teachers	IST50US	80	4	8
Arts Education for Pre and Junior I	AE150US	60	5	6
Physical Education for Pre and Junior Primary	PE150US	60	4	6
Religious and Moral Education for Pre and Junior Primary	IRE50US	60	5	6
Academic Writing	ACR50US	80	5	8
SEMESTER 2 (32 Credits)				
Course Title	Course Code	Notional Hours	NQF Level	Credits
Life Skills for Pre and Junior	New	60	4	6
English for Teachers	EFT50US	80	4	8
Assessment and Evaluation in Education (PJP)	New	100	5	10
Integrating Technology in Early Childhood Education	TEE60US	80	5	8
YEAR COURSE(S) (50 Credits)				

Course Title	Course Code	Notional Hours	NQF Level	Credits
Micro Teaching for (PJP) I	MJ150UY	100	5	10
English Language Practice I	DZ150UY	100	5	10
Basic Mathematics I	BM150US	100	5	10
Educational Foundations I	EF150UY	100	5	10
Electives (Choose one Namibian Language Practice)				
Afrikaans Language Practice I	DA150UY	100	5	10
Khoekhoegowab Language Practice I	DK150UY	100	5	10
Oshikwanyama Language Practice I	DW150UY	100	5	10
Oshindonga Language Practice I	DD150UY	100	5	10
Otjiherero Language Practice I	DH150UY	100	5	10
Rukwangali Language Practice I	DU150UY	100	5	10
Rumanyo Language Practice I	DM150UY	100	5	10
Silozi Language Practice I	DL150UY	100	5	10
Thimbukushu Language Practice I	DT150UY	100	5	10
YEAR 2 (128 credits)				

SEMESTER 1 (30 credits)				
Course Title	Course Code	Notional Hours	NQF Level	Credits
Principles and Approaches of Early Childhood Education	PAE50US	120	6	12
Arts Education for Pre and Junior II	AE260US	80	6	8
Multi-Grade Classroom Teaching	MGC60US	100	6	10
SEMESTER 2 (30 credits)				
Course Title	Course Code	Notional Hours	NQF Level	Credits
Children's Literature and Reading Support	CLR50US	100	6	10
Life Skills Guidance and Counselling	New	100	6	8
Educational Psychology for Young Learners	EPY70US	120	6	12
YEAR COURSE(S) (68 credits)				
Course Title	Course Code	Notional Hours	NQF Level	Credits
School Based Studies I	SBS60UY	160	6	16
English Language Practice II	DZ260UY	100	6	10
Basic Mathematics II	BM260UY	100	6	10
Micro Teaching (PJP) II	MJ260UY	100	6	10
Educational Foundations II (PJP)	EF260UY	120	6	12

Electives (Choose one Namibian Language Practice)				
Afrikaans Language Practice II (PJP)	DA260UY	100	6	10
Khoekhoegowab Language Practice II (PJP)	DK260UY	100	6	10
Oshikwanyama Language Practice II (PJP)	DW260UY	100	6	10
Oshindonga Language Practice II (PJP)	DD260UY	100	6	10
Otjiherero Language Practice II (PJP)	DH250UY	100	6	10
Rukwangali Language Practice II (PJP)	DU260UY	100	6	10
Rumanyo Language Practice II (PJP)	DM260UY	100	6	10
Silosi Language Practice II (PJP)	DL260UY	100	6	10
Thimbukushu Language Practice II (PJP)	DT260UY	100	6	10
YEAR 3 (116 credits)				
SEMESTER 2 (32 credits)				
Course Title	Course Code	Notional Hours	NQF Level	Credits
First Aid	FAH70US	NCB	7	NCB ¹
Inclusive Education	IED70US	120	7	12
Early Childhood Curriculum Development I	IEC40US	120	7	12

Environmental Education I	IEE40US	80	7	8
YEAR COURSE(S) (84 credits)				
Course Title	Course Code	Notional Hours	NQF Level	Credits
School Based Studies II	SB270UY	320	7	32
English Language Literacy Development III	DZ370UY	120	7	12
Learning Support in Mathematics and Science	LSM70UY	160	7	16
Early Childhood Classroom Management	ECC70US	120	7	12
Electives (Choose one Namibian Language Practice)				
Afrikaans Language Literacy Development III	DA370UY	120	7	12
Khoekhoegowab Language Literacy Development III	DK370UY	120	7	12
Oshikwanyama Language Literacy Development III	DW370UY	120	7	12
Oshindonga Language Literacy Development III	DD370UY	120	7	12
Otjiherero Language Literacy Development III	DH370UY	120	7	12
Rukwangali Language Literacy Development III	DU370UY	120	7	12
Rumanyo Language Literacy Development III	DM370UY	120	7	12

Silozi Language Literacy Development III	DL370UY	120	7	12
Thimbukushu Language Literacy Development III	DT370UY	120	7	12
Total Credits and Hours		3600		360

9. Assessment

a) Coursework/Continuous Assessment

Continuous Assessment (CA) accounts for 40% of the overall grade. This will result from the student's participation in activities such as tests, assignments, research, and presentations of findings, among others, during the study period. To sit for the final examinations, students must score at least 50% in each course/coursework. This means that a student with a continuous assessment mark of less than 50% will fail the course.

b) Final examinations

The final examination accounts for 60% of the total final grade. The final examination takes place at the end of the course. Unless otherwise specified, the standard examinations will last three hours. In addition to the written examination, examiners may conduct an oral examination on any candidate. To pass the final exam, a student must obtain at least 37%, which is a sub-minimum.

c) Supplementary examinations

A student who fails a course with an overall grade of 40-49% may take a supplementary examination. A student who fails a course with an overall mark of 39% or less must repeat the course until the course is passed. A student may not transfer from one level to the next higher level if they have completed more than 70% of the courses or credits. A student who fails the project with a grade of less than 50% will be given one chance to resubmit the project within three months of the results being published.

d) Practical teaching

Practical teaching is an examinable and important component for putting learned theories and teaching methodology into action. Each of these field experiences is examinable and is a graduation requirement. The student's performance is evaluated through observation. All students should engage in microteaching practice in the first year. In the second and third years of study, all students should gain field experience and submit a report.

All students should engage in 4 weeks of teaching and class observation in the second year and 10 weeks of teaching practice in the third year. Assessment is done through student observation, student evaluation by learners and staff, and portfolio submission. Furthermore, during the teaching practice, students will be encouraged to teach in at least one (1) rural school.

10. Teaching methods/strategies

The teaching and learning processes will take place through lectures, tutorial activities and discussions, collaborative group tasks, practical projects, tests and written assignments.

11. Grading of the student learning during teaching practice:

The field supervisor (who also serves as the course instructor) and the primary supervisor from the educational setting will determine student evaluation and final grades. The field supervisor will collaborate with the cooperating teacher or primary supervisor to assess instructional strength and development, as well as pedagogical awareness. Finally, the field supervisor will be responsible for determining whether or not the

student meets the criteria.

The following criteria will be used to assess such development and mastery:

- **Field Observations:** The Field Supervisor will observe the student in the setting at least twice. The Field Supervisor will meet with the student before and after the observation.
- **Lesson Plans:** The Field Supervisor will request and evaluate the student's lesson plans. The Field Supervisor, in collaboration with the cooperating teacher, will determine the frequency.
- **Cooperation Evaluation Teacher/Head of Department/School Principal:** To supplement field observations, the Field Supervisor will request student reports and evaluations. Professional expectations such as timeliness, attendance, communication with parents, collegiality, and ethical responsibilities will be addressed in such reports.

12. Quality assurance

Commitment is made to ensure that the courses under this qualification remain relevant, and current and provide students with a high-quality teaching and learning experience. An earnest effort is made to ensure that meeting the course quality assurance requirement is a continuous process through incorporating regular monitoring, review, benchmarking, and improvement. An external evaluator will periodically evaluate the qualification in terms of course content, teaching methods, course resources and assessments.

Quality shall be assured through:

- Accreditation and registration on the National Qualifications Framework (NQF) by the Namibian Qualifications Authority (NQA) and in concurrency with the National Council for Higher Education (NCHE).
- Engagement with relevant stakeholders from the

industry.

- Benchmarking and regular review of policies, curriculums, delivery strategies and assessments.
- Regular monitoring of lecture activities and staff development.
- Students will be asked to complete evaluation sheets for each course studied.
- A dual performance evaluation system where lecturers and students appraise each other.
- Moderation (both internal and external) of continuous assessments and final examinations.
- The qualification will be taught by a person/s who has a higher qualification than level 8.

Bachelor of Education in Pre and Junior Primary Honours (NQF Level: 8)

1. Rationale

The demand for qualified teachers who are competent in the management and delivery of the revised Namibian school curriculum, particularly at the pre and junior phases, and support all children to learn, led to the development of this qualification. The qualification's purpose is to prepare and develop a holistic and flexible teacher capable of teaching in both the pre-primary and junior primary phases. The pre-kindergarten and junior years are crucial in the development of every child because they lay the groundwork for education and long-term success. Over the past five years, the current National Development Plan (NDP) 5, (2017–2022), which focuses on structural modernization and transformation, has sought to create inclusive, sustainable, and equitable economic growth by ensuring a sustainable environment and enhancing resilience. This qualification seeks to identify candidates who will contribute to the aforementioned areas to meet the need to expedite the country's economic growth. The NDP 5 claims that economic growth has not yet resulted in the necessary levels of unemployment reduction or social and economic inequality improvement. Because the targets cannot be met without the essential input from qualified teachers who are capable of implementing the national curriculum and assessments, the development of this certification was driven by the necessity to address the aforementioned challenge. There is a high demand for appropriately qualified teachers, especially for early childhood education, which brought about the design and development of the Bachelor of Education (Pre and Junior Primary) Honours.

2. Purpose of the qualification

The qualification's main objective is to develop professionally qualified teachers who will include both practical and theoretical components, to improve the quality of the teaching and learning environment, encourage research and development, and enhancing professional development for the overall improvement

of early childhood education and the appropriate pedagogical approaches to ensure enhanced learning outcomes in a variety of circumstances. Furthermore, this qualification aims to provide early childhood educators with an in-depth understanding of the subject matter, sound professional teaching skills, including multi-grade teaching skills, as well as skills for working with children age five (5) through nine (9) years, Grade 0 through Grade 3 and the ability to adapt to Namibia's ever-changing early childhood educational needs. Furthermore, an emphasis is placed on the integration of appropriate technology in the school curriculum at this level. It will give young, aspiring early childhood educators as well as experienced practitioners access to IUM studies in early childhood education.

Namibia's education and training sector is committed to ensuring that all children in early childhood settings have the opportunity to develop their individual, socio-emotional, and psychomotor skills, as well as to build confidence and self-esteem in learning, which will lay the foundations for learning that will support them throughout their lifetime.

This qualification will help the country's attempt to produce early childhood educators who are competent and innovative and have a lasting impact on the learners' lives. The goal of this qualification is to improve the quality of classroom teaching, learning, and management, to increase the availability and access to quality education at the early childhood education level, and to reduce children's vulnerability to failure and dropout at later stages of education. As a result, students who complete this qualification will be well versed in not only varied but also flexible teaching strategies within well-structured sequences of fun lessons with stories, songs, and movement. These students upon graduation will be prepared for pre and junior primary school class teaching and learning as well as administration.

Additionally, the qualification will give teachers the resources they require to succeed early childhood teachers, academic managers, and administrators. This qualification will not only meet but also implement all the requirements for training quality early childhood

educators as articulated by the Ministry of Basic Education in its ministerial policy documents. IUM consulted the Namibian College of Open Education (NAMCOL), the University of Namibia (UNAM), Sunshine Private College, and other institutions in the review of this qualification.

Who is this qualification for?

This qualification is intended for aspirant early childhood educators who are willing to take positions in both private and public schools and be trained to implement thematic/integration approaches to teaching and learning. It is designed to stretch and challenge teachers to reach their full potential and become key players in the education system that will make a lasting impact on the early childhood education industry. The argument is that a teacher must first be a student, informs the development of this qualification, which is intended for those who are eager to enrol in classes before becoming professional qualified early childhood teachers.

3. Admission requirements

This qualification targets those individuals willing to become students and then be transformed into professional pre and junior primary teachers and meet the following entry requirements: Holders of a Grade 12/NSSCO/NSSCAS with a minimum of 25 points in the best five subjects passed and a minimum of D in English and D in a Namibian language on the IUM's evaluation scale or equivalent qualification(s), a recognised qualification at NQF level 6 or equivalent. Students may also be admitted through the mature age entry, which requires them to be at least 25 years old or older in the year in which admission is sought and must have at least 3 years teaching experience and provide a suitable reference from a recognised public official. Furthermore, these students should have passed Grade 10. Compliance with these requirements does not guarantee acceptance into the qualification. To determine the candidates' suitability for the qualification, the Faculty of Education will administer an interview and/or Aptitude placement test to recruit prospective teachers with appropriate teacher attributes, motivation for teaching, and

ethical competencies. Other requirements: All students should demonstrate English competency with a minimum of D symbol in English and a Namibian language competency with a minimum grade of D as a requirement for enrolment in this qualification.

4. Qualification duration

The duration for the qualification is a minimum of 4 years and a maximum of 6 years Fulltime/Part-time Mode. The study period comprises of two semesters per academic year, where semester 1 runs from January to June and semester 2 runs from July to December.

5. Outcomes for the whole qualification

Holders of this qualification are able to:

- Apply subject and pedagogical knowledge to both the subject and the needs of the learners.
- Apply concepts, theories, principles and facts related to the pre and junior primary school curriculum subjects.
- Apply learner-centred approaches and theories on literacy and numeracy development.
- Implement strategies developed to cope with code-switching and develop in learners the ability to think in the target language and technology integration.
- Identify educational problems, coordinate and conduct research at pre and junior primary phases in particular subjects at this level.
- Demonstrate competency in curriculum design, development, implementation and analysis for pre and junior primary level.

6. Articulation

Vertically, the Bachelor of Education (Pre and Junior Primary) Honours leads to admission to the Master of Education. Interfaculty students may apply for approval with the Deans of other faculties for assessment for admission to any Master's programme. Horizontally, students may progress into existing or new related undergraduate teacher qualifications.

7. Credit Systems

Reference is made to the internationally acceptable formula: one (1) credit equates to ten (10) notional hours (learning). The general guideline for teaching and learning time per course, based on the hour per credit approach, is as per the table below. An example of a course with 10 credits was used to determine the national hours.

8. Qualification structure

Courses, Study Time, NQF Level and Credit

YEAR 1 (122 Credits)				
SEMESTER 1 (40 Credits)				
Course Title	Course Code	Notional Hours	NQF Level	Credits
Academic Writing	ACR50US	80	5	8
Teaching Reading with Learners' Literature I	TR150US	60	5	6
Physical Education for Pre and Junior Primary	PE150US	60	4	6
Religious and Moral Education for Pre and Junior Primary	RE150US	60	5	6
IT Skills for Teachers	IST50US	80	4	8
Arts Education for Pre and Junior Primary	AE150US	60	5	6

SEMESTER 2 (32 Credits)				
Course Title	Course Code	Notional Hours	NQF Level	Credits
Integrating Technology in Early Childhood Education	TE150US	80	5	8
Life Skills for Pre and Junior Primary	GCP50US	60	4	6
Assessment and Evaluation in Education	AEP50US	100	5	10
English for Teachers	EFT0US	80	4	8
YEAR COURSE(S) (50 Credits)				
Course Title	Course Code	Notional Hours	NQF Level	Credits
Micro Teaching I	CR150UY	100	5	10
English Language I	EL150UY	100	5	10
Numeracy and Mathematics Education I	NM150UY	100	5	10
Educational Foundations I	EF150UY	100	5	10
Electives (Choose one Namibian Language Practice)				
Afrikaans Language I	LA150UY	100	5	10
Khoekhoegowab Language I	LK150UY	100	5	10
Oshikwanyama Language I	LWI50UY	100	5	10
Oshindonga Language I	LD150UY	100	5	10
Otjiherero Language I	LH150UY	100	5	10
Rukwangali Language I	LU150UY	100	5	10

Rumanyo Language I	LT150UY	100	5	10
Silozi Language I	LL150UY	100	5	10
Thimbukushu Language I	LM150UY	100	5	10

YEAR 2 (136 Credits)

SEMESTER 1 (36 Credits)

Course Title	Course Code	Notional Hours	NQF Level	Credits
English Vocabulary for Academic Writing	New	120	6	12
Teaching Phonemic Awareness and Phonics	TPA60US	60	6	6
Multi-Grade Classroom Teaching	MGC60US	100	6	10
Arts Education for Pre and Junior Primary II	AE260US	80	6	8

SEMESTER 2 (38 Credits)

Course Title	Course Code	Notional Hours	NQF Level	Credits
Introduction to Research Methods in Education	New	120	6	12
Teaching Reading with Learners' Literature II	T260US	60	6	6
Life Skills Guidance and Counselling	New	80	6	8
Integrating Digital Technology in Education	TE250US	120	6	12

YEAR COURSE(S) (62 Credits)

Course Title	Course Code	Notional Hours	NQF Level	Credits
School-Based Studies I	SBS60UY	100	6	12
English Language II	EL260UY	100	6	10

Numeracy and Mathematics Education II	NM260UY	100	6	10
Educational Foundations II	EF260UY	120	6	12
Micro-Teaching II	CR260UY	100	6	10
Electives (Choose one Namibian Language)				
Afrikaans Language II	LA260UY	100	6	10
Khoekhoegowab Language II	LK260UY	100	6	10
Oshikwanyama Language II	LW260UY	100	6	10
Oshindonga Language II	LD260UY	100	6	10
Otjiherero Language II	LH260UY	100	6	10
Rukwangali Language II	LU260UY	100	6	10
Rumanyo Language II	LM260UY	100	6	10
Silozi Language II	LL260UY	100	6	10
Thimbukushu Language II	LT260UY	100	6	10

YEAR 3 (108 Credits)

SEMESTER 1 (12 Credits)

Course Title	Course Code	Notional Hours	NQF Level	Credits
Research Methods in Education	ERM70UY	120	7	12

SEMESTER 2 (36 Credits)

Course Title	Course Code	Notional Hours	NQF Level	Credits
Environmental Education I	EV270US	60	7	6
English Language III		120	7	12
Early Childhood Curriculum Development I	CC160US	60	7	6

Inclusive Education	IED70US	120	7	12
YEAR COURSE(S) (60 Credits)				
Course Title	Course Code	Notional Hours	NQF Level	Credits
School Based Studies II	SBS270UY	120	7	12
English Language III	EL370UY	120	7	12
Micro Teaching III	CR370UY	120	7	12
Numeracy and Mathematics Education III	NM370UY	120	7	12
Electives (Choose one Namibian Language)				
Afrikaans Language III	LA370UY	120	7	12
Khoekhoegowab Language III	LK370UY	120	7	12
Oshikwanyama Language III	LW370UY	120	7	12
Oshindonga Language III	LD370UY	120	7	12
Otjiherero Language III	LH370UY	120	7	12
Rukwangali Language III	LU370UY	120	7	12
Rumanyo Language III	LM370UY	120	7	12
Silozi Language III	LL370UY	120	7	12
Thimbukushu Language III	LT370UY	120	7	12
YEAR 4 (128 Credits)				
SEMESTER 2 (18 Credits)				
Course Title	Course Code	Notional Hours	NQF Level	Credits
First Aid	FAH70US	NCB	7	NCB
Environmental Education II	EV270US	100	7	10

Early Childhood Curriculum Development II	CC27OUS	80	7	8
YEAR COURSE(S) (110 Credits)				
Course Title	Course Code	Notional Hours	NQF Level	Credits
School Based Studies III	SB380UY	320	8	32
English Language IV	EL480UY	240	8	24
Educational Research Project	XPJ80UY	300	8	30
Electives (Choose one Namibian Language)				
Afrikaans Language IV	LA480UY	240	8	24
Khoekhoegowab Language IV	LK480UY	240	8	24
Oshikwanyama Language IV	LW480UY	240	8	24
Oshindonga Language IV	LD480UY	240	8	24
Otjiherero Language IV	LH480UY	240	8	24
Rukwangali Language IV	LU480UY	240	8	24
Rumanyo Language IV	LM480UY	240	8	24
Silozi Language IV	LL480UY	240	8	24
Thimbukushu Language IV	LT480UY	240	8	24
TOTAL CREDITS AND HOURS		4820		482

9. Major Combinations

This qualification has no option of specialisation, but all courses are core and compulsory to all students pursuing their studies for a Bachelor of Education in Pre and Junior Primary Honours.

10. Assessment

a) Coursework/Continuous Assessment

Continuous Assessment (CA) accounts for 40% of the overall grade. This will result from the student's participation in activities such as tests, assignments, research, and presentations of findings, among others, during the study period. To sit for the final examinations, students must score at least 50% in each course's coursework. This means that a student with a continuous assessment mark of less than 50% will fail the course.

b) Final examinations

The final examination accounts for 60% of the total final grade. The final examination takes place at the end of the course. Unless otherwise specified, the standard examinations will last three hours. In addition to the written examination, examiners may conduct an oral examination on any candidate. To pass the final exam, a student must obtain at least 37%, which is a sub-minimum.

c) Supplementary examinations

A student who fails a course with an overall grade of 40-49% may take a supplementary examination. A student who fails a course with an overall mark of 39% or less must repeat the course until the course is passed. A student may not transfer from one level to the next higher level if they have not completed more than 70% of the courses or credits. A student who fails the project with a grade of less than 50% will be given one chance to resubmit the project within three months of the results being published.

d) Educational Research Project

The research project, which is completed in the final year of study, is intended to engage students in research within the domain of senior primary school education. Each student is assigned a research project supervisor who is knowledgeable about educational research. There will also be a second marker and/or moderator once the project is completed. The research project

provides a student with a unique opportunity to conduct research within the confines of pre and junior primary school education, such as generating new knowledge, adding value to existing knowledge, and so on.

The research project must be original and focus on a topic and content related to pre and junior primary school education. The research should include a clearly defined problem statement, a review of existing literature on the chosen topic, original evidence offered to support the research topic, consideration of competing hypotheses, and clearly articulated recommendations based on the research findings and conclusions. The finished research project should be between 10,000 and 15,000 words long. Furthermore, the student is required to complete the research project independently and to adhere strictly to the IUM plagiarism policy.

The student would be required to present the research findings before a panel after completing the research project report. If the student fails the project with a grade of less than 50%, the student will be given one more chance to re-submit the project within three months of the results being published. It should be noted that this research project is a prerequisite for receiving the qualification.

e) Practical teaching

Practical teaching is an examinable and important component for putting learned theories and teaching methodology into action. Each of these field experiences is examinable and is a graduation requirement. The student's performance is evaluated through observation. All students should engage in microteaching practice in the first year. In the second, third, and fourth years of study, all students should gain field experience and submit a report.

All students should engage in 2 weeks of class observation in the second year, 4 weeks of teaching practice in the third year, and 12 weeks of teaching practice in the fourth year. Assessment is done through student observation, student evaluation by learners and staff, and portfolio submission. Furthermore, during the teaching

practice, students will be encouraged to teach in at least one (1) rural school.

11. Teaching methods/strategies

Lectures, tutorial activities, group discussions, school-based activities, cooperative group projects, practical projects, and written assignments will all be used to facilitate learning and teaching. Computers, the Internet, and other modern technology must be available to students, with early childhood learning being a particular benefit. The teaching and learning strategies that have been developed for this qualification are student-centred strategies. In each of the courses, emphasis will be put on the requirement that students read and conduct considerable research. Each student will receive mentoring to help them understand how important it is to take charge of their education. Therefore, the lecturer's job is to encourage learning and to aid in and direct the process. These efforts will be aided by research and guided reading materials.

12. Grading of the student learning during teaching practice

The Field Supervisor (who also serves as the course instructor) and the primary supervisor from the educational setting will determine student evaluation and final grades. The Field Supervisor will collaborate with the cooperating teacher or primary supervisor to assess instructional strength and development, as well as pedagogical awareness. Finally, the Field Supervisor will be responsible for determining whether or not the student met the criteria.

The following criteria will be used to assess such development and mastery:

- **Field Observations:** The Field Supervisor will observe the student in the setting at least twice. The Field Supervisor will meet with the student before and after the observation.
- **Lesson Plans:** The Field Supervisor will request and

evaluate the student's lesson plans. The Field Supervisor, in collaboration with the cooperating teacher, will determine the frequency.

- Cooperation Evaluation Teacher/Head of Department/School Principal: To supplement field observations, the Field Supervisor will request student reports and evaluations. Professional expectations such as timeliness, attendance, communication with parents, collegiality, and ethical responsibilities will be addressed in such reports.

13. Quality assurance

Commitment is made to ensure that the courses under this qualification remain relevant, and current and provide students with a high-quality teaching and learning experience. An earnest effort is made to ensure that meeting the course quality assurance requirement is a continuous process by incorporating regular monitoring, review, benchmarking and improvement. An external evaluator will periodically evaluate the qualification in terms of course content, teaching methods, course resources and assessments.

Quality shall also be assured through:

- Accreditation and registration on the National Qualifications Framework (NQF) by the Namibia Qualification Authority (NQA) and in concurrency with the National Council for Higher Education (NCHE).
- Engagement with relevant stakeholders from the industry.
- Benchmarking and regular review of policies, curriculums, delivery strategies and assessments.
- Regular monitoring of lecture activities and staff development
- Students will be asked to complete evaluation sheets for each course studied.

- A dual performance evaluation system where lecturers and students appraise each other.
- Moderation (both internal and external) of continuous assessments and final examinations.
- The qualification will be taught by a person/s who has a higher qualification than Level 8.

Bachelor of Education in Senior Primary Honours (NQF Level: 8)

1. Rationale

This qualification seeks to identify candidates who will contribute to the aforementioned areas to answer the need to expedite the country's economic growth. The demand for qualified teachers who are competent in the management and the delivery of the recently revised Namibian school curriculum, and supporting all children to learn has led to the development of this qualification. Over the past five years, the current National Development Plan (NDP) 5, (2017-2022), which focuses on structural modernization and transformation, has sought to create inclusive, sustainable, and equitable economic growth by ensuring a sustainable environment and enhancing resilience. The NDP 5 claims that economic growth has not yet resulted in the necessary levels of unemployment reduction or social and economic inequality improvement. Because the targets cannot be met without the essential input from qualified teachers who are capable of implementing the national curriculum and assessments, the development of this qualification was driven by the necessity to address the aforementioned challenge.

2. Purpose of the qualification

This qualification intends to prepare teachers to work in senior primary schools. The qualification provides a strong theoretical foundation to support and assist student teachers' preparation for professional practice in the classroom in the school setting, as well as guidance and facilitation for their initial entry into teaching. The qualification aims to develop teachers with a solid professional foundation, in-depth subject knowledge, and the flexibility to adjust to Namibia's changing educational demands.

Its emphasis is on providing senior primary students with high-quality learning and teaching. This qualification intends to increase senior primary school teachers' competency in quality teaching and class management abilities, which are currently inadequate, particularly in Namibian public schools. Students will complete

core senior primary school teaching courses during the duration of the four-year program, concentrating on and specializing in two teaching areas (double major).

To be effective as teachers and academic managers, student teachers will be equipped with the necessary modern teaching skills, competencies, and strategies owing to this qualification. Students who complete this certification will therefore be well-prepared for senior primary school administration and teaching. According to this perspective, having qualified teachers will help them produce high-quality learners who will enter secondary education with a solid foundation and progress to higher education institutions that are focused on achieving advanced socioeconomic growth and the realization of Namibia's Vision 2030. The qualification was developed in conjunction with significant national stakeholders and it was benchmarked against regional and worldwide university curricula.

Who is this qualification for?

This qualification is intended for aspirant senior primary school teachers who are willing to take positions as senior primary school teachers in both private and public schools. It is intended to motivate and challenge senior primary teachers so they can reach their full potential and make a lasting impact on the senior primary industry. The concept that a secondary school teacher must first be a student informs the development of this qualification, which is intended for those who are eager to enrol in classes before becoming qualified senior primary school teachers.

3. Admission requirements

This qualification targets those individuals willing to become students and then be transformed into professional senior primary school teachers and meeting the following entry requirements: grade 12/NSSCO with a minimum of 25 points in the best five subjects (including English minimum D) on the IUM's evaluation scale or equivalent qualification(s), a recognized qualification at NQF (level 6) or equivalent. For students admitted through the

mature age entry, they should be at least 25 years old or over in the year in which admission is sought and must have at least 3 years of experience, moreover, these students should have passed grade 10. Other requirements specifically for students who wish to specialize in a school subject include a minimum of a D symbol in the subjects/related subjects they intend to specialize in, except for English, Mathematics and any Namibian Language, where the students must obtain a minimum of a C symbol from one examination sitting to specialize in these subjects. NSSCAS holders will be exempted from NQF (level 4) modules which are related to their previous field of studies with the "A" to "D" symbols, and access to the curriculum.

4. Qualification duration

The duration of the qualification is a minimum of 4 years and a maximum of 6 years both for full-time and part-time mode. The study period comprises of two semesters per academic year, where semester 1 runs from January to June and semester 2 runs from July to December.

5. Outcomes for the whole qualification

Holders of this qualification are able to:

- Demonstrate clear pedagogical knowledge, skills and competencies teaching in at least two (2) school subjects taught at senior primary school level.
- Apply creative and ingenious discovery, comprehension, control and adaptation of senior primary school teaching methodologies to new technologies.
- Develop authentic means for assessing learning and inform their teaching and learner's learning.
- Develop and implement appropriate lessons in a classroom setting coupled with the understanding of the roles and responsibilities of a teacher and the roles and responsibilities of learners.

- Promote, coordinate, and conduct research into senior primary school problems through the prescribed subjects offered at particular levels.
- Demonstrate an advanced understanding of professional ethics, basic human rights and sound environmental responsibility.

6. Articulation

Vertically, the Bachelor of Education (Senior Primary) Honours grants admission to the Masters of Education. Interfaculty students can apply for approval with the Deans of other Faculties for assessment to gain admission to any Master's programme. Horizontally, students may, where applicable, move into existing or new related undergraduate teaching qualifications.

7. Credit systems

Reference is made to the internationally acceptable formula: one (1) credit equates ten (10) notional hours (learning). The general guideline for teaching and learning time per course, based on the 10 hours per credit approach, is per the table below. An example of a course with 10 credits was used to determine the notional hours.

8. Qualification structure

Courses Title, Study Time, NQF Level and Credits

YEAR 1 (110 Credits)				
SEMESTER 1 (40 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Academic Writing	ACR50US	80	5	8
IT Skills for Teachers	IST50US	80	4	8
Theories of Human Development	THD50US	80	5	8

Life Skills	LP150US	80	4	8
Electives: Choose one supportive subject				
Physical Education	PD150US	80	5	8
Arts Education	AD150US	80	5	8
Religious and Moral Education	RO150US	80	5	8
SEMESTER 2 (24 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
English for Teachers	EFT50US	80	4	8
Integrating Educational Technology in Teaching	ID150US	80	5	8
Electives: Choose one pre-vocational subject				
Design and Technology in Education I	DT150US	80	5	8
Elementary Agriculture in Education I	EA150US	80	5	8
Home Ecology in Education I	HC150US	80	5	8
YEAR COURSES (46 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Micro Teaching	MTE50UY	120	5	12
Educational Foundations I	EF150UY	100	5	10
Electives: Choose two school subjects according to available subjects' combination				

English Language Education I	EP150UY	120	5	12
Mathematics Education I	M150UY	120	5	12
Social Studies Education I	SE150UY	120	5	12
Natural Science and Health Education I	NS150UY	120	5	12
Oshindonga Language Education I	SD150UY	120	5	12
Oshikwanyama Language Education I	SW150UY	120	5	12
Khoekhoegowab Language Education I	SK150UY	120	5	12
Otjiherero Language Education I	SJ150UY	120	5	12
Thimbukushu Language Education I	ST150UY	120	5	12
Rukwangali Language Education I	SU150UY	120	5	12
Rumanyo Language Education I	SN150UY	120	5	12
Silozi Language Education I	SL150UY	120	5	12
Afrikaans Language Education I	SA150UY	120	5	12

YEAR 2 (136 Credits)				
SEMESTER 1 (48 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Life Skills Guidance and Counselling	New	120	6	12
Multi Grade Classroom Teaching	MGT60US	120	6	12
English Vocabulary for Academic Writing	New	120	6	12
Assessment and Evaluation in Education	New	120	6	12
SEMESTER 2 (32 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Introduction to Research Methods in Education	New	120	6	12
Integrating Digital Technology in Teaching and Learning	ID260US	120	6	12
Electives: Choose one pre-vocational Subject				
Design and Technology in Education II	DT260US	80	6	8
Elementary Agriculture in Education II	EA260US	80	6	8
Home Ecology in Education II	HC260US	80	6	8

YEAR COURSES (56 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
School Based Studies I	SBS60UY	120	6	12
Educational Foundations II	EF260UY	120	6	12
Electives: Choose two school subjects according to available subjects' combination				
English Language Education II	EP260UY	160	6	16
Mathematics Education II	MC260UY	160	6	16
Social Studies Education II	SE260UY	160	6	16
Natural Science and Health Education II	NS260UY	160	6	16
Oshindonga Language Education II	SD260UY	160	6	16
Oshikwanyama Language Education II	SW260UY	160	6	16
Khoekhoegowab Language Education II	SK260UY	160	6	16
Otjiherero Language Education II	SJ260UY	160	6	16
Thimbukushu Language Education II	ST260UY	160	6	16
Rukwangali Language Education II	SU260UY	160	6	16
Rumanyo Language Education II	SN260UY	160	6	16
Silozi Language Education II	SL260UY	160	6	16

Afrikaans Language Education II	SA260UY	160	6	16
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YEAR 3 (100 Credits)

SEMESTER 1 (12 Credits)

Course Title	Course Code	Hours	NQF Level	Credits
Research Methods in Education	ERM70UY	120	7	12

SEMESTER 2 (44 Credits)

Course Title	Course Code	Hours	NQF Level	Credits
Educational Law and Policies	ELP50US	120	7	12
Inclusive Education	IED70US	120	7	12
Curriculum Planning and Development I	CP160US	120	7	12

Electives: Choose one pre-vocational subject

Design and Technology in Education III	DT370US	80	7	8
Elementary Agriculture in Education III	EA370US	80	7	8
Home Ecology Education in Education III	HC370US	80	7	8

YEAR COURSES (44 Credits)

Course Title	Course Code	Hours	NQF Level	Credits
School Based Studies II	SB270UY	120	7	12
Electives: Choose two school subjects according to available subjects' combination				
English Language Education III	EP370UY	160	7	16
Mathematics Education III	MC370UY	160	7	16
Social Studies Education III	SE370UY	160	7	16
Natural Science and Health Education III	NS370UY	160	7	16
Oshindonga Language Education III	SD370UY	160	7	16
Oshikwanyama Language Education III	SW370UY	160	7	16
Khoekhoegowab Language Education III	SK370UY	160	7	16
Otjiherero Language Education III	SJ370UY	160	7	16
Thimbukushu Language Education III	ST370UY	160	7	16
Rukwangali Language Education III	SU370UY	160	7	16
Rumanyo Language Education III	SN370UY	160	7	16

Silozi Language Education III	SL370UY	160	7	16
Afrikaans Language Education III	SA370UY	160	7	16
YEAR 4 (134 Credits)				
SEMESTER 2 (0 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
First Aid	FAH70US	NCB	7	NCB
YEAR COURSE (134 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
School Based Studies III	SB380UY	160	8	16
Educational Research Project	XPJ80UY	300	8	30
School Management and Leadership	SM370US	160	8	16
Education Systems	ESY80UY	160	8	16
Curriculum Planning and Development II	CP270US	160	8	16
Electives: Choose one pre-vocational subject				
Design and Technology in Education IV	DT480UY	80	8	8
Elementary Agriculture in Education IV	EA480UY	80	8	8

Home Ecology in Education IV	HC480UY	80	8	8
Electives: Choose two school subjects according to available subjects' combination				
English Language Education IV	EP480UY	160	8	16
Mathematics Education IV	MC480UY	160	8	16
Social Studies Education IV	SE480UY	160	8	16
Natural Science and Health Education IV	NS480UY	160	8	16
Oshindonga Language Education IV	SD480UY	160	8	16
Oshikwanyama Language Education IV	SW480UY	160	8	16
Khoekhoegowab Language Education IV	SK480UY	160	8	16
Otjiherero Language Education IV	SJ480UY	160	8	16
Thimbukushu Language Education IV	ST480UY	160	8	16
Rukwangali Language Education IV	SU480UY	160	8	16
Rumanyo Language Education IV	SN480UY	160	8	16
Silozi Language Education IV	SL480UY	160	8	16

Afrikaans Language Education IV	SA480UY	160	8	16
Total Credits and Hours		4800		480

9. Major Combinations

The core courses for this qualification are fixed and cannot be exchanged. The qualification is offered in four (4) specialisations and each specialisation has several school subject combinations. In addition to that, students have the option to elect one course from pre-vocational subjects and one course from supportive subjects that runs up to year three. No deviation from the prescribed combinations as reflected in the course content will be allowed.

SUBJECT COMBINATION FOR SENIOR PRIMARY (BHESP)
Mathematics and Natural Science
English and Namibian Languages
Social Studies and Namibian Language/English
Mathematics and Namibian Language/English
Natural Sciences and Namibian Language/English
Namibian Languages:
Afrikaans, Oshindonga, Oshikwanyama, Otjiherero, (Languages available in Dorado Campus)

10. Assessments

a) Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities such as tests, assignments, research presentations of the findings, etc. undertaken by the student during the study period. Students must score at least 50% in each course/course coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

b) Final examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally. To pass the final examination, a student must obtain at least 37%, which is a sub-minimum.

c) Supplementary examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 70% of the courses or credits. A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project within three months after the publication of the results.

d) Educational research project

Taken in the last year of study, the research project is meant to engage students in research within the dominion of senior primary school education. Each student is assigned a research project supervisor who is articulate in the area of education research. Upon completion of the project, there will be a second marker

and/or moderator. The research project offers a student a unique opportunity to carry out research within the confines of senior primary school education such as to generate new knowledge in the area of senior primary school education, add value to the already existing knowledge, etc.

The research project should be original on a topic and content related to the area of senior primary school education. The research should have a clearly defined problem statement, a review of the existing literature on the chosen topic, original evidence offered to support the research topic, consideration of alternative rival hypotheses, and clearly articulated recommendations drawn from the research findings and conclusions. The completed research project should have between 10 000 and 15 000 words. Furthermore, the student is mandated to independently complete the research project and follow to the later the IUM plagiarism policy.

Upon completion of the research project report, the student would be required to present the research findings before a panel. Should the student fail the project with a mark of less than 50%, the student will be allowed one more opportunity to re-submit the project within three months after the publication of results. It has to be noted that this research project is a requirement to the award of the qualification.

e) Practical teaching

Practical teaching is an examinable and a major component to put into effect the learnt theories and teaching methodology. All students should put into effect microteaching practice in the first year, do 2 weeks of class observation in the second year, teaching practice for 4 weeks in the third year and teaching practice for 12 weeks in the fourth year. Every one of the above-mentioned experiences is examinable and is a requirement for graduation. Assessment is using observation of the student, student assessment by learners and staff, and by submission of a portfolio. Furthermore, students will be encouraged to practice teaching in at least one (1) school in the rural setting during the teaching practice.

11. Grading of the student learning during teaching practice:

Student evaluation and final grades will be determined by the Field Supervisor (serving as the course instructor) and the primary supervisor from the educational setting. The Field Supervisor will work in conjunction with the cooperating teacher or primary supervisor to evaluate instructional strength and development and pedagogical awareness. Ultimately, the Field Supervisor will be responsible for determining whether or not the student has met the criteria.

Evaluation of such development and mastery will be determined through the following:

Field Observations: The Field Supervisor will observe the student in the setting on a minimum of two occasions. The Field Supervisor will have a pre and post-observation conference with the student.

Lesson Plans: The Field Supervisor will request and evaluate lesson plans from the student. The frequency will be determined by the Field Supervisor in conjunction with the cooperating teacher.

Evaluation of Cooperating Teacher/Head of Department/ School Principal: The Field Supervisor will request reports and evaluations of the student to augment field observations. Such reports will account for professional expectations such as timeliness, attendance, communication with parents, collegiality, and ethical responsibilities.

12. Teaching methods/strategies

Lectures, tutorial activities, group discussions, school-based activities, cooperative group projects, practical projects, and written assignments will all be used to facilitate learning and teaching. Computers, the Internet, and other modern technology must be available to students, with secondary school learning being a particular benefit. The teaching and learning strategies

that have been developed for this qualification are student-centred strategies. In each of the courses, emphasis will be put on the requirement that students read and conduct considerable study. Each student will receive mentoring to help them understand how important it is to take charge of their education. Therefore, the lecturer's job is to encourage learning and to aid in and direct the process. These efforts will be aided by research and guided reading materials.

13. Quality assurance

Commitment is made to ensure that the courses under this qualification remain relevant, and current and provide students with a high-quality teaching and learning experience. An earnest effort is made to ensure that meeting the course quality assurance requirement is a continuous process by incorporating regular monitoring, review, benchmarking, and improvement. An external evaluator will periodically evaluate the qualification in terms of course content, teaching methods, course resources and assessment.

Quality shall also be assured through:

- Accreditation and registration on the National Qualifications Framework (NQF) by the Namibia Qualifications Authority (NQA) and in concurrency with the National Council for Higher Education (NCHE).
- Engagement with relevant stakeholders from the industry.
- Benchmarking and regular review of policies, curriculums, delivery strategies and assessments.
- Regular monitoring of lecture activities and staff development.
- Students will be asked to complete evaluation sheets for each course studied.

- A dual performance evaluation system where lecturers and students appraise each other.
- Moderation (both internal and external) of continuous assessments and final examinations.
- The qualification will be taught by a person/s that has higher qualification than level 8

Bachelor of Education in Secondary Education Honours (NQF Level: 8)

1. Rationale

The demand for qualified teachers who are competent in the management and the delivery of the recently revised Namibian school curriculum, particularly at the Advanced Subsidiary (AS) level, and supporting all children to learn have led to the development of this qualification. Over the past five years, the current National Development Plan (NDP) 5, (2017-2022), which focuses on structural modernization and transformation, has sought to create inclusive, sustainable, and equitable economic growth by ensuring a sustainable environment and enhancing resilience. This qualification seeks to identify candidates who will contribute to the aforementioned areas to answer the need to expedite the country's economic growth. The NDP 5 claims that economic growth has not yet resulted in the necessary levels of unemployment reduction or social and economic inequality improvement. Because the targets cannot be met without the essential input from qualified teachers who are capable of implementing the national curriculum and assessments, the development of this qualification was driven by the necessity to address the aforementioned challenge. To effectively support and manage learning and development interventions/ programs intended to narrow the teacher qualification gap at the AS level and promote social change, the revised program will therefore focus on graduates' knowledge, skills, and values.

2. Purpose of qualification

This qualification's main objective is to develop professionally qualified teachers who can use a blend of subject-matter expertise and the appropriate pedagogical approaches to ensure enhanced learning outcomes in a variety of circumstances. The degree will help the country's attempt to produce secondary school teachers who are competent and innovative and have a lasting impact on the learners' lives. Additionally, the qualification will give teachers

the resources they require to succeed as secondary school teachers, academic managers, and administrators. Stakeholders were consulted in terms of the review of the qualification.

Who is this qualification for?

This qualification is intended for aspirant secondary school teachers who are willing to take positions as secondary school teachers in both private and public schools. It is intended to motivate and challenge secondary school teachers so they can reach their full potential and make a lasting impact on the secondary education industry. The concept that a secondary school teacher must first be a student informs the development of this qualification, which is intended for those who are eager to enrol in classes before becoming qualified secondary school teachers.

3. Admission requirements

This qualification targets those individuals willing to become students and then be transformed into professional secondary school teachers and meeting the following entry requirements: Grade 12/NSSCO with a minimum of 25 points in the best five subjects (including English minimum D) on the IUM's evaluation scale or equivalent qualification(s), a recognized qualification at NQF (level 6) or equivalent. For students admitted through the mature age entry, they should be at least 25 years old or over in the year in which admission is sought and must have at least 3 years of experience, moreover, these students should have passed Grade 10. Other requirements specifically for students who wish to specialize in a school subject include a minimum of a D symbol in the subjects/related subjects they intend to specialize in, except for English, Mathematics and any Namibian Language, where the students must obtain a minimum of a C symbol form one examination sitting to specialize in these subjects. NSSCAS holders will be exempted from NQF (level 4) modules, which are related to their previous field of studies with the "A" to "D" symbols, and access to the curriculum.

4. Qualification duration

The duration of the qualification is a minimum of 4 years and a maximum of 6 years both for full-time and part-time mode. The study period comprises two semesters per academic year, where semester 1 runs from January to June and semester 2 runs from July to December.

5. Outcomes for the whole qualification

Holders of this qualification are able to:

- Utilise teaching methods that foster learners' independent and dependent inquiry and in-depth understanding at a secondary school level.
- Apply various techniques to carry out different roles of a secondary school educator, i.e. as a lifelong learner, facilitator, mediator of learning, curriculum designer, administrator, assessor, agent of change, specialist in the selected subject(s) and a responsible citizen.
- Develop authentic means for assessing learning and to inform their teaching and learners' learning.
- Work ethically and collectively with colleagues to achieve high-quality, equitable outcomes for learners and the wider community.
- Promote, coordinate and conduct research into secondary school problems through the prescribed subjects offered at particular levels.
- Design curricula that meets the changing secondary education needs of Namibia with special reference to outcomes-based education.

6. Articulation

Candidate may be admitted to a Master of Education program after successfully completing the prerequisites for the award of the Bachelor of Education (Secondary) Honours. Interfaculty students may apply for assessment and approval with the deans of other faculties in order to be admitted to any Master's program. Students may transfer into existing or new relevant undergraduate teacher qualifications horizontally, if appropriate.

7. Credit systems

Reference is made to the internationally acceptable formula: one (1) credit equates to ten (10) notional hours (learning). The general guideline for teaching and learning time per course, is based on the 10 hours per credit approach, as per the table below. An example of a course with 10 credits was used to determine the notion of hours

The main purpose of the Bachelor of Education in Secondary Education honours qualification is to produce professionally qualified teachers who are able to apply a combination of subject matter knowledge with the relevant pedagogical approaches to ensure improved learning outcomes under various contexts. The qualification will contribute to the national efforts for the production of innovative and competent secondary school teachers who will make lasting impressions in the lives of learners. The qualification will also equip teachers with the necessary teaching skills, competencies, and strategies to be effective secondary school teachers, academic managers and administrators.

Namibia's Occupational Demand and Supply Outlook Model (NODSOM) of 2012 and other reports issued by the Ministry of Education highlight the shortage of professionally qualified teachers at all levels of the education system in Namibia. The Bachelor of Education (Secondary) Honours has been developed in response to the high demand for appropriately qualified teachers in Namibia.

The rationale for the development of this qualification was motivated by the need to meet the above-mentioned challenge because the targets cannot be achieved without the necessary inputs from qualified teachers who can implement the national curriculum and assessments.

8. Qualification Structure

Courses Title, Study Time, NQF Level and Credits

YEAR 1 (110 Credits)				
SEMESTER 1 (48 Credits)				
Course Title	Course Code	Notional Hours	NQF Level	Credits
Academic Writing	ACR50US	80	5	8
Theories of Human Development	THD50US	80	5	8
Life Skills (Secondary)	FS140UY	80	4	8
Physical Education (Secondary)	PES50US	80	5	8
IT Skills for Teachers	IST50US	80	4	8
Religious and Moral Education	RO150US	80	5	8
SEMESTER 2 (16 Credits)				
Course Title	Course Code	Notional Hours	NQF Level	Credits
Integrating Technology in Education	ID150US	80	5	8
English for Teachers	EFT50US	80	4	8

YEAR COURSES (46 Credits)				
Course Title	Course Code	Notional Hours	NQF Level	Credits
Micro Teaching	MTE50UY	120	5	12
Educational Foundations I	EF150UY	100	5	10
Electives: Choose two school subjects according to available subjects' combination				
English Language Education I	ES150UY	120	5	12
Afrikaans Language Education I	SA150UY	120	5	12
Khoekhoegowab Language Education I	SK150UY	120	5	12
Oshindonga Language Education I	SD150UY	120	5	12
Oshikwanyama Language Education I	SW150UY	120	5	12
Otjiherero Language Education I	SJ150UY	120	5	12
Rukwangali Language Education I	SU150UY	120	5	12
Rumanyo Language Education I	SN150UY	120	5	12
Silozi Language Education I	SL150UY	120	5	12
Thimbukushu Language Education I	ST150UY	120	5	12
Mathematics Education I	ME150UY	120	5	12
Economics Education I	EC150UY	120	5	12
Business Studies I	BE150UY	120	5	12
History Education I	HI150UY	120	5	12

Geography Education I	GO150UY	120	5	12
Entrepreneurship Education I	ER150US	120	5	12
Accounting Education I	AN150UY	120	5	12
Agriculture Education I	AG150UY	120	5	12
Computer Science Education IA (Semester 1)	CE150UY	60	5	6
Computer Science Education IB (Semester 2)		60	5	6

YEAR 2 (108 Credits)

SEMESTER 1 (36 Credits)

Course Title	Course Code	Notional Hours	NQF Level	Credits
Assessment and Evaluation in Education	New	120	6	12
Life Skills Guidance and Counselling	New	120	6	12
English Vocabulary for Academic Writing	New	120	6	12

SEMESTER 2 (24 Credits)

Course Title	Course Code	Notional Hours	NQF Level	Credits
Introduction to Research Methods in Education	New	120	6	12
Integrating Digital Technology in Teaching and Learning	ID260US	120	6	12

YEAR COURSES (48 Credits)

Course Title	Course Code	Notional Hours	NQF Level	Credits
School Based Studies I	SBS60UY	120	6	12
Educational Foundations II	EF260UY	120	6	12
Electives: Choose two school subjects according to available subjects' combination				
English Language Education II	ES260UY	120	6	12
Afrikaans Language Education II	SA260UY	120	6	12
Khoekhoegowab Language Education II	SK260UY	120	6	12
Oshindonga Language Education II	SD260UY	120	6	12
Oshikwanyama Language Education II	SW260UY	120	6	12
Otjiherero Language Education II	SJ260UY	120	6	12
Rukwangali Language Education II	SU260UY	120	6	12
Rumanyo Language Education II	SN260UY	120	6	12
Silozi Language Education II	SL260UY	120	6	12
Thimbukushu Language Education II	ST260UY	120	6	12
Mathematics Education II	ME260UY	120	6	12
Economics Education II	EC260UY	120	6	12
Business Studies II	BE260UY	120	6	12
History Education II	HI260UY	120	6	12
Geography Education II	GO260UY	120	6	12

Entrepreneurship Education II	ER260UY	120	6	12
Accounting Education II	AN260UY	120	6	12
Agriculture Education II	AG260UY	120	6	12
Computer Science Education IIA (Semester 1)	CE260UY	60	6	6
Computer Science Education IIB (Semester 2)		60	6	6

YEAR 3 (128 Credits)

SEMESTER 1 (12 Credits)

Course Title	Course Code	Notional Hours	NQF Level	Credits
Research Methods in Education	ERM70UY	120	7	12

SEMESTER 2 (36 Credits)

Course Title	Course Code	Notional Hours	NQF Level	Credits
Inclusive Education	INS70US	120	7	12
Educational Law and Policies	ELA60US	120	7	12
Curriculum Planning & Development I	CP160US	120	7	12

YEAR COURSE(S) (80 Credits)

Course Title	Course Code	Notional Hours	NQF Level	Credits
School Based Studies II	SB270UY	120	7	12

Electives: Choose two school subjects according to available subjects' combination

English Language Education III	ES370UY	240	7	24
Afrikaans Language Education III	SA370UY	240	7	24
Khoekhoegowab Language Education III	SK370UY	240	7	24
Oshindonga Language Education III	SD370UY	240	7	24
Oshikwanyama Language Education III	SW370UY	240	7	24
Otjiherero Language Education III	SJ370UY	240	7	24
Rukwangali Language Education III	SU370UY	240	7	24
Rumanyo Language Education III	SN370UY	240	7	24
Silozi Language Education III	SL370UY	240	7	24
Thimbukushu Language Education III	ST370UY	240	7	24
Mathematics Education III	ME370UY	240	7	24
Economics Education III	EC370UY	240	7	24
Business Studies III	BE370UY	240	7	24
History Education III	HI370UY	180	7	18
Excursion (History)	NEW	60	7	6
Geography Education III	GO370UY	180	7	18
Excursion (Geography)	NEW	60	7	6
Entrepreneurship Education III	ER370UY	240	7	24
Accounting Education III	AN370UY	240	7	24
Agriculture Education III	AG370UY	240	7	24

Computer Science Education IIIA (Semester 1)	CE370UY	120	7	12
Computer Science Education IIIB (Semester 2)		120	7	12
Electives: Choose two teaching methods for the two specialized school subjects (Languages)				
Teaching Methods of English	TEG80UY	100	7	10
Teaching Methods of Otjiherero	TJS80UY	100	7	10
Teaching Methods of Oshikwanyama	TWS80UY	100	7	10
Teaching Methods of Oshindonga	TDS80UY	100	7	10
Teaching Methods of Rukwangali	TUS80UY	100	7	10
Teaching Methods of Silozi	TZS80UY	100	7	10
Teaching Methods of Afrikaans	TAF80UY	100	7	10
Teaching Methods of Khoekhoegowab	TKS80UY	100	7	10
Teaching Methods of Thimbukushu	TTS80UY	100	7	10
Teaching Methods of Rumanyo	TRS80UY	100	7	10
Electives: Choose two teaching methods for the two specialized school subjects				
Teaching Methods of Economics	TEM80UY	100	7	10
Teaching Methods of Mathematics	TMA80UY	100	7	10

Teaching Methods of History	THI80UY	100	7	10
Teaching Methods of Entrepreneurship	TET80UY	100	7	10
Teaching Methods of Agriculture	TAG80UY	100	7	10
Teaching Methods of Computer Science	TCS80UY	100	7	10
Teaching Methods of Accounting	TAC80UY	100	7	10
Teaching Methods of Business Studies	TBS80UY	100	7	10
Teaching Methods of Geography	TGR80UY	100	7	10

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YEAR 4 (142 Credits)

SEMESTER 2

Course Title	Course Code	Notional Hours	NQF Level	Credits
First Aid	FAH70US	NCB	7	NCB

YEAR COURSE(S) (142)

Course Title	Course Code	Notional Hours	NQF Level	Credits
Educational Research Project	XPJ80UY	300	8	30
School Based Studies III	SB380UY	160	8	16
School Management and Leadership	SML70US	160	8	16
Education Systems	ESY80UY	160	8	16
Curriculum Planning & Development II	CP270US	160	8	16

Electives: Choose two school subjects according to available subjects' combination				
English Language Education IV	ES480UY	240	8	24
Afrikaans Language Education IV	SA480UY	240	8	24
Khoekhoegowab Language Education IV	SK480UY	240	8	24
Oshindonga Language Education IV	SD480UY	240	8	24
Oshikwanyama Language Education IV	SW480UY	240	8	24
Otjiherero Language Education IV	SJ480UY	240	8	24
Rukwangali Language Education IV	SU480UY	240	8	24
Rumanyo Language Education IV	SN480UY	240	8	24
Silozi Language Education IV	SL480UY	240	8	24
Thimbukushu Language Education IV	ST480UY	240	8	24
Mathematics Education IV	ME480UY	240	8	24
Economics Education IV	EC480UY	240	8	24
Business Studies IV	BE480UY	240	8	24
History Education IV	HI480UY	240	8	24
Geography Education IV	GO480UY	240	8	24
Entrepreneurship Education IV	ER480UY	240	8	24
Accounting Education IV	AN480UY	240	8	24
Agriculture Education IV	AG480UY	240	8	24

Computer Science Education IVA (Semester 1)	CE480UY	120	8	12
Computer Science Education IVB (Semester 2)		120	8	12
Total Hours and Credits		4880		488

9. Major Combinations

The core courses for this qualification are fixed and cannot be exchanged. The qualification is offers five groups of specialisations: Mathematics and Science, Languages Education, Humanities, Commerce and Information Technology. Each group of specialisation comprises of two school subjects. No deviation from the prescribed combinations as reflected below will be allowed

SUBJECTS COMBINATIONS FOR SECONDARY (BHESE)
Mathematics and Science grouping
Mathematics and Computer Studies
Mathematics and Agriculture
c. Agriculture and Computer Studies
Language Grouping
English and Namibian Languages: CHOOSE ONE
(Otjiherero/Oshikwanyama/Oshindonga/ Afrikaans (Dorado campus languages available)
Humanities Grouping
Geography and History
Commerce Grouping
Accounting and Economics
Accounting and Business studies/Entrepreneurship
Economics and Business studies/Entrepreneurship

10. Assessment

a) Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final Grade. This will come from the activities such as tests, assignments, research presentations of the findings, etc. undertaken by the student during the study period. Students must score at least 50% in each course/course coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

b) Final examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally. To pass the final examination, a student must obtain at least 37%, which is a sub-minimum.

c) Supplementary examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 70% of the courses or credits. A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project within three months after the publication of the results

d) Educational research project

Taken in the last year of study, the research project is meant to engage students in research within the dominion of secondary school education. Each student is assigned a research project supervisor who is articulate in the area of education research. Upon completion of the project, there will be a second marker

and/or moderator. The research project offers a student a unique opportunity to carry out research within the confines of secondary school education such as to generate new knowledge in the area of secondary school education, add value to the already existing knowledge, etc.

The research project should be original on a topic and content related to the area of secondary school education. The research should have a clearly defined problem statement, a review of the existing literature on the chosen topic, original evidence offered to support the research topic, consideration of alternative rival hypotheses, and clearly articulated recommendations drawn from the research findings and conclusions. The completed research project should have between 10 000 and 15 000 words. Furthermore, the student is mandated to independently complete the research project and follow strictly the IUM plagiarism policy.

Upon completion of the research project report, the student would be required to present the research findings before a panel. Should the student fail the project with a mark of less than 50%, the student will be allowed one more opportunity to re-submit the project within three months after the publication of the results. It has to be noted that this research project is a requirement for the award of the qualification.

11. Practical teaching

Practical teaching is an examinable and a major component to put into effect the learnt theories and teaching methodology. All students should put into effect microteaching practice in the first year, do 2 weeks of class observation in the second year, teaching practice for 4 weeks in the third year and teaching practice for 12 weeks in the fourth year. Every one of the above-mentioned experiences is examinable and is a requirement for graduation. Assessment is through observation of the student, student assessment by learners and staff, and by submission of a portfolio. Furthermore, students will be encouraged to practice teaching in at least one (1) school in the rural setting during the teaching practice.

Grading of the student learning during teaching practice:

Student evaluation and final Grades will be determined by the Field Supervisor (serving as the course instructor) and the primary supervisor from the educational setting. The Field Supervisor will work in conjunction with the cooperating teacher or primary supervisor to evaluate instructional strength and development and pedagogical awareness. Ultimately, the Field Supervisor will be responsible for determining whether or not the student has met the criteria.

Evaluation of such development and mastery will be determined through the following:

- **Field Observations:** The Field Supervisor will observe the student in the setting on a minimum of two occasions. The Field Supervisor will have a pre and post-observation conference with the student.
- **Lesson Plans:** The Field Supervisor will request and evaluate lesson plans from the student. The frequency will be determined by the Field Supervisor in conjunction with the cooperating teacher.
- **Evaluation of Cooperating Teacher/Head of Department/School Principal:** The Field Supervisor will request reports and evaluations of the student to augment field observations. Such reports will account for professional expectations such as timeliness, attendance, communication with parents, collegiality, and ethical responsibilities.

12. Teaching methods/strategies

The teaching and learning process will take place through lectures, tutorial activities and discussions, collaborative group tasks, practical projects, tests and written assignments.

13. Quality assurance

Commitment is made to ensure that the qualification remains

relevant, and current and provides students with a high-quality teaching and learning experience. An earnest effort is made to ensure that meeting the course quality assurance requirements is a continuous process through incorporating regular monitoring, review, benchmarking, and improvement. An external evaluator will periodically evaluate the qualification in terms of course content, teaching methods, course resources and assessment.

Quality shall also be assured through:

- Accreditation and registration on the National Qualifications Framework (NQF) by the Namibian Qualifications Authority (NQA) and in concurrency with the National Council for Higher Education (NCHE).
- Engagement with relevant stakeholders from the industry.
- Benchmarking and regular review of policies, curriculums, delivery strategies and assessment.
- Regular monitoring of lecture activities and staff development. Students will be asked to complete evaluation sheets for each course studied.
- A dual performance evaluation system was lecturers and students appraise each other.
- Moderation (both internal and external) of continuous assessments and final examinations.
- The qualification will be taught by a person/s that has a higher qualification than (level 8).

Bachelor in Education: Educational Leadership, Management and Policy Honours Degree (NQF Level 8)

1. Rationale

The Bachelor in Education - Educational Leadership, Management and Policy Honours is one of the qualifications currently offered by IUM. This qualification was initially developed to contribute to the development of human resources in the education sector due to the identified gaps in the number of appropriately qualified education managers, as indicated by the "National Human Resource Plan 2010-2025" (NPC, 2012).

The qualification blends theory with practical application to equip education managers with the necessary knowledge and skills for improved institutional performance. It introduces education managers to theories, education issues and research around educational leadership, management and policy in Namibia and beyond. The qualification has a variety of important topics to assist students in understanding leadership theories while laying a foundation for the administration and management of different tasks in educational settings.

2. Purpose

The qualification further aims to strengthen students' knowledge of leadership skills and management skills to lead effectively and efficiently by handling educational issues that affect schools and different departments in the education sector. The training and development of appropriately qualified education managers at various levels will enable the education sector to make a meaningful contribution to the realisation of a knowledge-based society in line with Vision 2030 goals.

To be admitted to this qualification a candidate should have a Bachelor in Education or equivalent qualification at NQF level 7 and relevant working experiences. Candidates in management positions with relevant qualifications may be considered for

admission in this qualification which has to be determined by the IUM Senate.

3. Articulation Possibilities

Upon the successful completion of the requirements for an award of the Bachelor in Education – Educational Leadership and Policy Honours, a candidate may be granted admission to a Master of Education. Interfaculty students can apply for approval with the Deans of other Faculties for assessment to gain admission to related Master qualifications. Horizontally, students may, where applicable, move into existing or new related postgraduate related teachers' qualifications.

4. Who is the qualification for?

This qualification targets among others, the following levels of staff in the education sector: School Inspectors, Education Officers, School Principals, Vice Principals, Heads of Department and Senior Teachers.

5. Outcomes for the whole qualification

Holders of this qualification are able to:

- Analyze educational policies, and contribute to innovative solutions to educational matters;
- Conduct independent inquiry in a specialized field of leadership, management and policy and report their findings in academically appropriate ways;
- Exhibit the potential to act as academic leaders and experts in the field of educational leadership, management and policy;
- Plan and execute advanced research in the educational leadership, management and policy fields;
- Identify the principles, practices and methods appreciated in education leadership, management and policy and apply

them in the education system and the rest of society;

- Recognise and understand the factors determining the extent to which Education Leadership, Management and policy are relevant to good governance, public office, democracy, quality service delivery, law and order, equality and justice;
- Identify problems and develop a range of short-term, medium-term and long-term solutions in the area of Education Leadership, Management and policy; and
- Initiate change and effect change in the area of Education Leadership, Management and policy.

6. Admission/Entry Requirements

The entry requirements for this qualification shall be:

- a) A Bachelor in Education or equivalent qualification at NQF level 7;
- b) Minimum of 2 years working experience preferably employed in an education-related institution –in both private and public; and
- c) Special considerations for admission might also be determined by the IUM Senate.

7. Qualification Duration

The study period for the qualification is:

- Fulltime/part-time mode - Minimum: 2 Years; Maximum: 4 Years.
- The qualification comprises four (4) semesters, i.e. two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

8. Credit Systems

Reference is made to the internationally acceptable formula: one (1) credit equates to ten (10) notional hours (learning). A first-year student in this programme will attract credits. Successful completion of this year will allow a student to register for the final year.

9. Course structure

The interdisciplinary nature of this qualification is reflected in the required core courses. The student can then reinforce his or her strengths in an area of particular interest through the programme concentration and the research domain. The programme's restricted electives, coupled with university general education requirements, provide the student with a well-rounded, multi-faceted learning experience that prepares the student for today's changing world.

YEAR III					
Course Code	COURSE TITLE	Status	Semester	NQF Level	Credits
AWP80US	Academic Writing for Postgraduate	Compulsory	1	8	10
EMT80US	Educational Media and Technology	Compulsory	1	8	10
PRM80US	Project Management	Compulsory	1	8	10
LME80UY	Educational Leadership and Management	Compulsory	Year	8	12

FOM80UY	Educational Financial Management	Compulsory	Year	8	12
ILC80UY	Leadership and Curriculum Management	Compulsory	Year	8	12
ERM80UY	Educational Research	Compulsory	Year	8	12
LEI80UY	Legal and Ethical Issues in Education	Compulsory	Year	8	12

Year IV					
Course Code	COURSE TITLE	Status	Semester	NQF Level	Credits
OSH80US	Occupational Safety and Health Management	Compulsory	1	8	10
MIO80US	Managing Innovation in Organizations	Compulsory	1	8	10
STS80US	System Thinking and Strategic Management	Compulsory	1	8	10
PPG80US	Practices of Good Governance	Compulsory	1	8	10

LCO80UY	Leadership Change and Organizational Development	Compulsory	Year	8	12
EPP80UY	Educational Policy and Planning	Compulsory	Year	8	12
XED80UY	Research Project	Compulsory	Year	8	30

10. Assessment

a) Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the assignments tests and other academic activities undertaken by the student during the study period. Students must score at least 50% in each subject/course coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50% needs to redo some or all the assigned academic activities.

b) Final Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

c) Supplementary Examinations

A student who fails a subject/course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of results. A student who fails a subject/

course with an overall mark of 39% and below will be required to repeat the same subject/course until the subject/course is passed.

A student may not proceed from one level to the next higher level carrying more than 50% of the subjects/courses or credits.

11. Awarding of the Qualification

Candidates will be eligible for the appropriate qualification when they have passed all the required courses specified in this qualification as well as the research project and any other additional requirements stipulated in the IUM student policies.

To be awarded the Bachelor in Education – Educational Leadership, Management and Policy Honours, a candidate must have passed all taught courses and must also have passed the Research project component.

12. Other requirements

Each student must research a particular case in Education and report 20000- 25000 words. This report should demonstrate original research on a topic related to education leadership, management and/or policy. It should have satisfied all the defined requirement as per IUM guidelines of research project

13. Quality Assurance Requirements

The quality assurance for this qualification will be assured through the processes of accreditation and registration on the National Qualifications Framework (NQF) by the Namibia Qualifications Authority (NQA); engagement with relevant stakeholders from the industry; benchmarking with other universities; and regular review of curriculum, policies, delivery strategies and assessments. Regular monitoring of class activities and staff development will be in place. Students will be asked to complete evaluation sheets for each subject studied in this course and also to evaluate their lecturers. Quality will be also assured through a dual performance evaluation system where lecturers and their supervisors appraise each other. Further, internal and external moderation of continuous

assessments and final examinations will be regularly conducted and the courses under this qualification will be taught by persons who hold qualifications at a level higher than NQF Level 8.

**FACULTY OF ENVIRONMENT AND SUSTAINABLE
TOURISM (FEST)**

About FEST

The FEST offers various exciting qualifications in different areas of environment, sustainable tourism, transport and green logistics at different levels such as certificates, Diplomas, Bachelor Honours, Post-graduate Diplomas, Masters Degrees and PhDs, to meet the demands of several professions.

Welcome from the Dean

I am profoundly excited to welcome you to the IUM's Faculty of Environment and Sustainable Tourism. You have made the right choice to pursue a qualification with our faculty because we are offering contemporary qualifications striving towards equipping our students with research-based knowledge. We shall make your stay here exciting and fulfilling and your learning environment will be facilitated by highly qualified and experienced academics.

May the Almighty see you through your academic endeavours at IUM.

Mr. Sioni Iikela

Dean: Faculty of Environment and Sustainable Tourism

CENTRE FOR ENVIRONMENTAL STUDIES

CES's Vision is to be a leading national research centre in the environment, climate change mitigation and adaptation, and sustainable development in the region by enhancing a sustainable future through innovative and conscientious advanced research, educational training and knowledge transfer programmes.

CES's Mission

- To develop, educate and train students, professionals and scholars in environment-related studies;
- To actively engage in knowledge sharing through community engagements, and awareness campaigns, guiding and leading community and relevant stakeholders in adopting environmentally conscious and friendly initiatives;
- To educate the public on the importance of natural resources management, environmental sustainability and conservation practices;
- To create a platform for productive and innovative collaborations amongst scholars of different disciplines in pursuing excellent multi-disciplinary research in environmental-related fields and sustainable development.

CERTIFICATE IN WATER RESOURCES MANAGEMENT (NQF LEVEL 5)

Description of the Qualification

This qualification is developed to prepare students for related career paths in the water sector, including technical and non-research careers in water resources management. The qualification provides a common curriculum to meet the educational needs of the next generation of water scientists and managers. Many of the courses provide hands-on experiences in an outdoor setting to learn about water resources. Protecting the long-term ecological health of our water resources is an important national goal, yet our society has ever-increasing demands for inexpensive supplies of high-quality water. Managing the world's precious water resources requires professionals to have multidisciplinary knowledge and an integrated approach, involving ecological, scientific, political, hydrological, and planning skills. This qualification is therefore intended to train students to manage our scarce water resources for the maximum benefit of the country and the world's population, while at the same time preserving the ecological integrity of aquatic resources.

The qualification will contribute to the national efforts of protecting and managing natural resources; to promote sustainable utilization of natural resources as articulated in Chapter 5 of the Vision 2030 and Article 95 of Namibia's Constitution. The qualification will also assist the Government of the Republic of Namibia in achieving a sustainable water resource management regime that contributes to social equity, economic efficiency and environmental sustainability in the country as outlined in the Integrated Water Resources Management Plan for Namibia. This qualification acts as a bridging course that aims at strengthening skills and understanding of students in foundation modules such as English, Basic Sciences, I.T Skills and introducing foundation modules related to Water Resources Management.

Admission / Entry Requirements

Students will be admitted if they hold a Namibia Senior Secondary Certificate Ordinary (NSSCO) or Namibia Senior Secondary Certificate Advance Subsidiary (NSSAS), a combination of both or equivalent qualification(s), provided that the candidate has passed a minimum of five (5) subjects including English at D. A student must have a minimum of 20 points on the IUM's evaluation scale, normally in not more than three examination sittings. In addition, students may enter through Mature Age Entry as stipulated in GR 4.1.1/prior learning with relevant years of experience in various fields of water resources management or related fields. A recognized qualification in related fields may also qualify a student into this programme. This Qualification will allow students to proceed to a Diploma in Water Resources Management (Level 6) offered by IUM or any other related qualification at NQA Level 6 offered by other higher education institutions.

Career opportunities

Employment opportunities may be found in the following public and private entities such as the Ministry of Environment, Forestry and Tourism; Ministry of Agriculture, Water and Land Reform; Ministry of Fisheries and Marine Resources; Ministry of Mines and Energy; Ministry of Industrialization, Trade and SME Development (a subsection on environmentally related); Ministry of Higher Education (subsection on research); Namwater; Nampower; AgriBank; Banks (Green products); Namibia Commission of Research, Science and Technology; Benguela Current Commission; International University of Management; UNAM; NUST; UNDP; Environmental Investment Fund; NACSO; IRDNC; CUVECOM; OKACOM; KAZ; WWF; Mines; Municipalities and local authorities; and many organizations both locally and internationally. The Importance of all opportunities in research and consultancy.

Qualification structure

YEAR 1 (100 Credits)				
SEMESTER 1 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
English Communication and Study Skills		100	4	10
Mathematics		100	4	10
Basic Sciences		100	5	10
IT Skills		100	4	10
Watershed Conservation and Management		100	5	10
Water and Society		100	5	10
SEMESTER 2 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Water and Sanitation		100	5	10
Rural and Urban Water Supply		100	5	10
Environmental Impact Assessment for Water Resources Development		100	5	10
Catchment and Aquatic Ecosystem Health		100	5	10
Water Resources Planning		100	5	10
Introduction to Entrepreneurship		100	4	10
Total Year Hours & Credits		1'000		120

CERTIFICATE IN SUSTAINABLE OCEAN AND AQUACULTURE MANAGEMENT (NQF LEVEL 5)

Description of the Qualification

This qualification is developed to meet the growing needs of the fishing industry in both private and public sectors. Fisheries being one of the major revenue earners of the country, there is a need for well-trained fisheries professionals at all levels in the industry to manage developments and challenges faced in the fishing and aquaculture industry. The qualification will contribute to the national efforts of protecting, managing, and sustainable utilization of natural resources as articulated in Chapter 5 of the Vision 2030 and Article 95 of Namibia's Constitution. In addition, this qualification will promote the production, marketing and development of value-added products, as well as the marketing of fishery and aquaculture products.

This qualification is in principle a foundation year programme, which serves as a gateway into full higher education study. Considering that the current workforce in the fishing industry does not qualify for admission to Diploma or Degree courses, the certificate was developed to bridge this gap, therefore granting all an opportunity for further study to obtain a diploma or honours degree. This qualification was developed in consultation with national key stakeholders and benchmarked with curricula from regional and international universities.

Admission / Entry Requirements

Students will be admitted if they hold a Namibia Senior Secondary Certificate Ordinary (NSSCO) or Namibia Senior Secondary Advance Subsidiary (NSSAS), or a combination of both or equivalent qualification(s), provided that the candidate has passed a minimum of five (5) subjects including English at D. A student must have a minimum of 20 points on the IUM's evaluation scale, normally in not more than three examination sittings. In addition, students may enter through Mature Age Entry as stipulated in GR 4.1.1/prior learning with relevant years of experience in various fields of ocean, environmental and aquaculture or related fields. A recognized qualification in related fields may also qualify a student for this programme.

Career opportunities

Aspirants in Certificate in Sustainable Ocean and Aquaculture Management course can pursue careers such as marine/aquatic technician, assistant fisheries/biological technician, fisheries inspector, fisheries observers, etc. These opportunities may be found in public and private sectors such the Ministry of Fisheries and Marine Resources, Fisheries Observer Agency, Fishing industry, Namibia Standard Institution, aquaculture farms, etc.

Qualification structure

YEAR 1 (124 Credits)				
SEMESTER 1 (64 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
English Communication and Study Skills		100	5	10
Mathematics		100	5	10
Basic Sciences		100	5	10
Basic IT Skills		100	5	10
Aquatic Biology I		120	5	12
Principles of Ocean Dynamics		120	5	12
SEMESTER 2 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Principles of Taxonomy		80	5	8
Principles of Aquaculture		120	5	12
Laboratory and Field Techniques		80	5	8
Fundamentals of Ocean Governance		100	5	10
Fishery Products and Value Addition		120	5	12

Introduction to Entrepreneurship		100	4	10
Total Year Hours & Credits		1240		124

DIPLOMA IN SUSTAINABLE OCEAN AND AQUACULTURE MANAGEMENT (NQF LEVEL 6)

Description of the Qualification

This qualification is developed to meet the growing needs of the fishing industry (Private and Public Sectors) and to train technical staff on the sector specific skills and knowledge. The NTA Occupational Mapping of the Namibian Fishing and Maritime Industry study conducted in 2012 identified skills gap in the fishing industry. Hence, this qualification will provide the students with skills and knowledge in the fields of ocean and aquaculture management, including fisheries field sampling, taxonomy, fisheries and ecosystem inventory, assessments, water quality sampling and monitoring, aquaculture management, quality management and entrepreneurship in the fishing industry. Students will be trained to serve the nation by taking up employment in the fishing industry; various government research institutions; parastatals and NGOs that are concerned with the conservation of aquatic resources. The qualification will equip students with skills and knowledge to establish businesses in fish marketing and distribution, fish farming, fish feed production, and providing fish farm extension services amongst others. This course exposes students to wide prospects of career for students, it guarantees a wide bright career in employment or as an entrepreneur in the fisheries sector. This qualification was developed in consultation with national key stakeholders and benchmarked with curricula from regional and international universities.

Admission / Entry Requirements

Namibia Senior Secondary Certificate Ordinary (NSSCO), Namibia Senior Secondary Advanced Subsidiary (NSSAS), or a combination of both or equivalent qualification(s), with a minimum of 23 points in five (5) best subjects with a minimum of D in English or equivalent. A holder of a Certificate in Sustainable Ocean and Aquaculture Management (Level 5) or any certificate in related fields at NQF Level 5 can be admitted to this qualification.

Career opportunities

Aspirants to the Diploma in Sustainable Ocean and Aquaculture Management course can pursue careers such as assistant marine/aquatic biologist, assistant fisheries/biological technician, technician,

fisheries inspector, fisheries observers, assistant wastewater treatment analyst, assistant research biologist, etc. These opportunities may be found in public and private sectors such the Ministry of Fisheries and Marine Resources, Fisheries Observer Agency, Fishing industry, Namibia Standard Institution, aquaculture farms, etc.

Qualification structure

YEAR 1 (98 Credits)				
SEMESTER 1 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
English Communication and Study Skills		100	5	10
Mathematics		100	5	10
Physics for Life Sciences		100	6	10
Basic IT Skills		100	5	10
Natural Resources Economics		100	6	10
Principles of Environmental Management and Analysis		100	5	10
Aquatic Biology I		120	5	12
SEMESTER 2 (38 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Chemistry for Life Sciences		100	6	10
Principles of Aquatic Ecology		100	6	10
Principles of Ocean Dynamics		120	5	12
Taxonomy		80	5	8
Laboratory and Field Techniques		80	5	8

Total Year 1 Hours & Credits		980		98
YEAR 2 (100 Credits)				
SEMESTER 1 (50 Credits)				
Course Title	Course Code	Hours	N Q F Level	Credits
Fisheries Information Processing		80	5	8
Aquaculture Management Practice		100	6	10
Marine Conservation Tools		100	6	10
Biosecurity in Aquaculture		120	6	12
Aquaculture Nutrition and Feeding Technology		120	6	12
Water Quality Analysis and Pollution Control		80	6	8
SEMESTER 2 (50 Credits)				
Course Title	Course Code	Hours	N Q F Level	Credits
Fishery Products and Value Addition		120	5	12
Fundamentals of Ocean Governance		80	5	10
Seafood Quality Assurance and Control		120	6	12
Intermediate Entrepreneurship and Innovation		80	6	8
Aquatic Ecosystem services		100	6	10
Seafood Distribution and Marketing		100	6	8
Total Year 2 Hours & Credits		1000		100

DIPLOMA IN WATER RESOURCES MANAGEMENT (LEVEL 6)

This qualification will enable water professionals to understand the unique, interdisciplinary approach of managing water resources. Students doing this qualification will be nurtured to become effective managers equipped to understand challenges in managing water resources and be able to develop interdisciplinary, practical solutions to water and sanitation problems.

The Diploma in Water Resources Management (Level 6) is designed for water management professionals in Namibia and beyond who are already working in lower to middle-level management positions in the water sector, those who are working in related technical fields such as river basin management, groundwater management, water supply and sanitation, water resource planning, water resource economics and water treatment. It will also provide an important starting point, particularly for water professionals who have or intend to exercise managerial responsibilities in their respective workplaces and will serve as a conducive factor in their career growth. Namibia is one of the driest countries in the SADC region. This is due to sparse and highly variable rainfall in the country coupled with very high evaporation rates. The Integrated Water Resources Management (IWRM) Plan for Namibia notes that according to estimates roughly 97% of rainfall is lost through evaporation while 2% and 1% end up as run-off surface water and recharge groundwater respectively. Therefore the arid nature of the country means that Namibia's potable water is an extremely precious and scarce resource; and it requires trained professionals to manage this resource.

Admission / Entry Requirements

Students will be admitted to this qualification if they hold a Namibia Senior Secondary Certificate Ordinary (NSSCO) or Namibia Senior Secondary Advanced Subsidiary (NSSAS), or combination of both or equivalent qualification(s), with a minimum of 23 points in five (5) best subjects with minimum of D in English.

Or

A Certificate in Water Resources Management (NQF Level 5) or in related fields at NQF Level 5. Students will also be admitted into this qualification

through mature age entry as stipulated in GR 4.1.1 prior learning with 2 relevant years of experience in various fields of water and environment or related fields

Career opportunities

Employment opportunities may be found in the following public and private entities such as; Ministry of Agriculture, Water and Land Reform; Ministry of Fisheries and Marine Resources; Ministry of Industrialization, Trade and SME Development (a subsection on water relation related); Ministry of Higher Education (subsection on research); NAMWATER, municipalities, GIZ; Namibia Commission of Research, Science and Technology; International University of Management; UNAM; NUST; UNDP.

Qualification structure

YEAR 1 (112 CREDITS)				
SEMESTER 1 (52 CREDITS)				
Course Title	Course Code	Hours	NQF Level	Credits
Environmental Biology	EBI60US	120	6	12
Sustainable Development	SDL60US	100	6	10
Chemistry for Life Sciences	CLS60US	100	6	10
English Communication and Study Skills	ECS40US	100	5	10
Basic IT Skills	BIT41US	100	5	10
SEMESTER 2 (60 CREDITS)				
Course Title	Course Code	Hours	NQF Level	Credits
Fundamentals of Statistics	FST60US	120	6	12
Fundamentals of Hydrology	FIH60US	120	6	12
Fundamentals of Soil Science	FSS60US	120	6	12
Introduction to Water Resources Management	IWR60US	120	6	12
Water and Natural Environment		120	6	12
Total Year 1 Hours & Credits		1120		112

YEAR 2 (128 CREDITS)				
SEMESTER 1 (58 CREDITS)				
Course Title	Course Code	Hours	NQF Level	Credits
Geographic Information System and Water Resources Mapping		120	6	12
Climate Change and Water Resources		120	6	12
Irrigation and Drainage		100	6	12
Mathematics		100	5	10
Water Chemistry		120	6	12
SEMESTER 2 (70 CREDITS)				
Course Title	Course Code	Hours	NQF Level	Credits
Aquatic Ecosystem Management		120	6	12
Water and Environmental Law		120	6	12
Community Water Development		120	6	12
Intermediate Entrepreneurship and Innovation		100	6	10
Water Utility Management		120	6	12
Rural and Urban Water Supply and Management		120	6	12
Total Year 2 Hours & Credits		1280		128

BACHELOR OF CLIMATE CHANGE MITIGATION AND ADAPTATION HONOURS (LEVEL 8)

Description of the Qualification

This qualification is to equip students with both theoretical and practical knowledge needed to ensure improved management of natural resources, environment and foster development that do not compromise the climate system. The qualification will contribute to the national efforts of protecting, managing and sustainably utilising natural resources. The qualification will further equip students with the necessary skills, competence and practical strategies to be effective in managing our abundant natural resources while ensuring the sustainable development agenda. This is a gateway to enhance student's skills and knowledge as consultants, planners, activists, sustainability officers, managers, engineers, and scientists. The Government has, since Independence established a planning system based on medium-term plans, for promoting sustainable socio-economic development in Namibia. Based on policy-oriented research on key national strategic issues, and a process of discussion and dialogue on the long-term goals and future of the country, Vision 2030 provides long-term alternative policy scenarios on the future course of development in Namibia at different points in time up until the target year 2030. Chapter 5 of Vision 2030 covers the ecological and environmental issues of sustaining the resource base and our means of production, while Chapter 6 addresses cross-cutting processes that help create the necessary enabling environment for Namibia to proceed along its chosen development path.

Admission / Entry Requirements

Students will be admitted into this qualification if they hold a Namibia Secondary School Certificate (NSSC) with a minimum of 25 points in five (5) best subjects with a minimum of D in English or equivalent. Students may also enter through mature age. Students awarded with Bachelor of Climate Change Mitigation and Adaptation Honours will be eligible for a Master of Science in Climate Change Mitigation and Adaptation or equivalent qualification at NQF Level 9.

Career opportunities

Employment opportunities may be found in the following public and private entities such as Ministry of Environment, Forestry and Tourism; Ministry

of Agriculture, Water and Land Reform; Ministry of Fisheries and Marine Resources; Ministry of Mines and Energy; Ministry of Industrialization, Trade and SME Development (a subsection on environmental related); Ministry of Higher Education (subsection on research); Namwater; Nampower; AgriBank; Banks (Green products); Namibia Commission of Research, Science and Technology; Benguela Current Commission; International University of Management; UNAM; NUST; UNDP; Environmental Investment Fund; NACSO; IRDNC; CUVECOM; OKACOM.

Qualification structure

YEAR 1 (126 Credits)				
SEMESTER 1 (50 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
English Communication and Study Skills	ECS40US	100	4	10
English for Academic Purposes	ECA60US	100	6	10
Mathematics	MTH51US	100	5	10
Physics for Life Sciences	PLS60US	100	6	10
IT Skills	BIT41US	100	4	10
Basic Climatology and Weather Patterns	BCW60US	120	5	12
SEMESTER 2 (76 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Chemistry for Life Sciences	CLS60US	100	6	10
Introduction to Statistics	ISS50US	100	5	10
Principles of Climate Change		120	6	12
Global Carbon Balance	GCB60US	120	6	12
Natural Resources Management	NRM60US	120	6	12
Marine Conservation	MCO60US	120	6	12

Total Year 1 Hours & Credits	1260		126
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YEAR 2 (132 Credits)				
SEMESTER 1 (72 Credits)				
Course Title	Course Code	Hours	N Q F Level	Credits
Climate Change Adaptation		120	6	12
Environmental Science and Processes		120	6	12
Climate Change and Food Security		120	6	12
Climate Change Vulnerability		120	6	12
Environmental and Natural Resources Economics I		120	6	12
Sustainable Development		120	6	12
SEMESTER 2 (60 Credits)				
Course Title	Course Code	Hours	N Q F Level	Credits
Hazard Mitigation Plan and Management		120	7	12
Environmental Education		120	5	12
Geographical Information System		120	6	12
Environmental and Natural Resource Economics II		120	7	12
Community Based Climate Change (CBC) Adaptation and Resilience		120	7	12
Total Year 2 Hours & Credits		1320		132

YEAR 3 (114 Credits)				
SEMESTER 1 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Paleoclimates		120	7	12
Project Management		80	6	8
Renewable Energy Financing		100	7	10
Research Methodology I		100	6	10
Reducing Emissions from Deforestation and forest Degradation (REDD+)		100	8	10
Environmental Impact Assessment Process		100	8	10
SEMESTER 2 (54 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Climate Modelling		120	8	12
Environmental Legislations		100	8	10
Research Methodology II		120	7	12
Environmental Ethics		100	8	10
Climate Change Conventions		120	7	12
Total Year 3 Hours & Credits		1'140		114
YEAR 4 (122 Credits)				
SEMESTER 1 (54 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Adaptation and Mitigation Responses		100	8	10

Gender Mainstream and Climate Change		100	8	10
Indigenous Knowledge in Climate Change studies		100	8	10
Management of Arid and Semi-Arid Regions		100	8	10
Field Work Techniques		120	8	12
SEMESTER 2 (68 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Climate Change Management Theories and Practice		80	8	8
Environmental Risks Assessment and Management		100	8	10
Environmental Remote Sensing		100	8	10
Development Plan and Environmental Analysis		100	8	10
Research Project		300	8	30
Total Year 4 Hours & Credits		1220		122

BACHELOR OF ENVIRONMENTAL MANAGEMENT AND SUSTAINABLE DEVELOPMENT HONOURS (NQF LEVEL 8)

Description of the Qualification

This qualification is to provide a critical survey of the contemporary field of environmental management, planning and policy in the Namibian and international contexts. The qualification is centrally concerned with understanding deliberate efforts to translate environmental knowledge into action to achieve particular outcomes in the way landscapes, societies and/ or natural ecosystems are used and managed. The qualification will contribute to the national efforts of protecting and managing natural resources, as well as to promote sustainable utilization of natural resources as articulated in Chapter 5 of Vision 2030 and Article 95 of Namibia's Constitution. The qualification will further set the scene for an analysis of contemporary approaches to environmental policy-making, planning and management to critically examine contemporary thinking on these environmental themes including: Sustainable use practices, political ecology, and decentralized environmental practices.

Admission / Entry Requirements

Students will be admitted into this qualification if they hold Namibia Secondary School Certificate (NSSC) with a minimum of 25 points in five (5) best subjects with a minimum of D in English or equivalent. Students may also enter through mature age.

Career opportunities

Employment opportunities may be found in the following public and private entities such as Ministry of Environment, Forestry and Tourism; Ministry of Agriculture, Water and Land Reform; Ministry of Fisheries and Marine Resources; Ministry of Mines and Energy; Ministry of Industrialization, Trade and SME Development (a subsection on environmental related); Ministry of Higher Education (subsection on research); Namwater; Nampower; AgriBank; Banks (Green products); Namibia Commission of Research, Science and Technology; Benguela Current Commission; International University of Management (IUM); UNAM; NUST; UNDP; Environmental Investment Fund; NACSO; IRDNC; CUVECOM; OKACOM.

Qualification structure

YEAR 1 (128 Credits)				
SEMESTER 1 (64 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
English Communication and Study Skills	ECS40US	100	4	10
English for Academic Purposes	ECA60US	120	6	12
Mathematics	MTH51US	100	5	10
Physics for Life Sciences	PLS60US	100	6	10
IT Skills	BIT41US	100	4	10
Introduction to Biology	IBI60US	120	5	12
SEMESTER 2 (64 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Chemistry for Life Sciences	CLS60US	100	6	10
Introduction to Statistics	ISS50US	100	5	10
Environmental Education	EED50US	120	5	12
Introduction to Ecology	ICO60US	100	6	10
Sustainable Development I	SDV60US	100	6	10
Conservation Biology	CBI60US	120	7	12
Total Year 1 Hours & Credits		1280		128
YEAR 2 (128 Credits)				
SEMESTER 1 (64 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Environmental Management I	EM160US	100	6	10
Ecological Processes I	EP160US	120	7	12
Marine Conservation		120	6	12
Plant Ecophysiology		100	6	10

Environmental Science and Processes		100	6	10
Environmental and Natural Resource Economics I		100	6	10
SEMESTER 2 (64 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Environmental Management II		120	7	12
Environmental Impact Assessment Process		120	7	12
Ecological Processes II		100	7	10
Project Management		80	6	8
Environmental and Natural Resource Economics II		120	7	12
Environmental Ethics		120	7	10
Total Year 2 Hours & Credits		1'300		128
YEAR 3 (122 Credits)				
SEMESTER 1 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Environmental Legislations		100	7	10
Human Population and the Environment		100	6	10
Renewable Energy Financing		80	7	8
Research Methodology I		100	6	10
Geographic Information System		120	6	12
Intermediate Entrepreneurship and Innovation		60	6	10
SEMESTER 2 (62 Credits)				

Course Title	Course Code	Hours	NQF Level	Credits
Environmental Governance		80	8	8
Research Methodology II		120	7	12
Community-Based Natural Resource Management		100	6	10
Social issues and the environment		100	7	10
Soil and Water Conservation		120	8	12
Environmental Remote Sensing		120	8	10
Total Year 3 Hours & Credits		1'200		122
YEAR 4 (134 Credits)				
SEMESTER 1 (54 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Indigenous Knowledge Biodiversity Management		100	8	10
Environmental Management III		100	8	10
Field Work Techniques		120	8	12
Strategic Assessments and Development Planning		120	8	12
Natural Resource Assessment		100	8	10
SEMESTER 2 (80 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits

Environmental Sustainability and Rehabilitation		100	8	10
Spatial Planning and Sustainable Urban Development		100	8	10
Global Land Use Analysis		100	8	10
Environmental Risks Assessment and Management		100	8	10
Research Project		300	8	30
Sustainable Development II		100	8	10
Total Year 4 Hours & Credits		1240		134

BACHELOR OF WATER MANAGEMENT FOR DEVELOPMENT HONOURS (NQF LEVEL 8)

This qualification was developed to provide students with multidisciplinary knowledge and skills to coordinate, plan, manage and monitor water and environmental sanitation services. Water is the most important resource at the disposal of mankind. Its contamination through improper sanitation can further render the resource unavailable by being of poor or unacceptable quality. In developing countries (Namibia included), a challenge posed to the water managers is the need to provide water of acceptable quality at minimum cost and to dispose of the wastewater in a sanitary manner to avoid contaminating the available water resources. For this challenge to be met, there is a need to apply knowledge and skills that are appropriate to the prevailing conditions. This qualification was developed to improve prevailing conditions in the field of water resources management, particularly the implementation of effective integrated management frameworks and performance improvement in water and environmental sanitation aspects.

The qualification further aims to strengthen the principles of governance, planning, adaptive management and capacity building in local, regional and transboundary water resources regimes. This will enable Namibia to realize her dream of achieving the sustainable management of water resources for economic development, improved social well-being and protection of the environment as stated in the Integrated Water Resources Management Plan for Namibia (2010). This will result in improved health and sanitary conditions of communities, improved water-related livelihoods, gains to agriculture from improved land and water management as well as reduced risk of floods and drought. The qualification will further provide participants with the competencies to develop the skills and knowledge required for urgent needs in the water resources sector.

Admission / Entry Requirements

Students will be admitted if they hold a Namibia Senior Secondary Certificate Ordinary Level (NSSCO) or Namibia Senior Secondary Advanced Subsidiary (NSSAS), both or equivalent qualification(s), with a minimum of 25 points in five (5) best subjects with minimum of D in English or equivalent. Students who hold a Diploma in Water Resources Management (Level 6) will also be eligible for admission to this qualification. Students may also enter through mature age. Students

awarded the Bachelor in Water Management for Development Honours will be eligible for a Master of Science in Water, Sanitation and Health Engineering or equivalent qualification at NQF Level 9.

Career opportunities

Employment opportunities may be found in the following public and private entities such as; Ministry of Agriculture, Water and Land Reform; Ministry of Fisheries and Marine Resources; Ministry of Industrialization, Trade and SME Development (a subsection on water relation related); Ministry of Higher Education (subsection on research); NAMWATER, municipalities, GIZ.

Qualification structure

YEAR 1 (128 CREDITS)				
SEMESTER 1 (64 CREDITS)				
Course Title	C o u r s e Code	Hours	NQF Level	Credits
English Communication and Study Skills	AWP80US	100	4	10
English for Academic Purposes	ECA60US	120	6	12
Mathematics	MTH51US	100	5	10
Physics for Life Sciences	PLS60US	100	6	10
IT Skills	BIT41US	100	4	10
Environmental Biology	EBI60US	120	5	12
SEMESTER 2 (64 CREDITS)				
Course Title	C o u r s e Code	Hours	NQF Level	Credits
Chemistry for Life Sciences	CLS60US	100	6	10
Introduction to Statistics	ISS50US	100	4	10
Scientific Writing	SWR80US	100	8	10
Hydrology I	HYD60US	100	6	10
Water for Development	WDE80US	120	8	12
Integrated Water Resources Management	WRM70US	120	7	12

Total Year 1 Hours & Credits		1280		128
YEAR 2 (120 CREDITS)				
SEMESTER 1 (54 CREDITS)				
Course Title	C o u r s e Code	Hours	NQF Level	Credits
Environmental Impacts Assessment in Water Development		100	7	10
Hydrology II		100	7	10
Water Chemistry		120	7	12
Climate Change and the Aquatic Environment		100	7	10
Rural and Urban Water Supply and Management		120	8	12
SEMESTER 2 (66 CREDITS)				
Course Title	C o u r s e Code	Hours	N Q F Level	Credits
Rehabilitation and Sustainability of Water Infrastructures		120	8	12
Rural and Urban Sanitation Management		120	8	12
Disaster Risk Management		100	7	10
Environmental Geology		100	7	10
Geohydrology		100	7	10
Geographic Information Systems and Remote Sensing		120	7	12
Total Year 2 Hours & Credits		1200		120
YEAR 3 (114 CREDITS)				
SEMESTER 1 (48 CREDITS)				
Course Title	C o u r s e Code	Hours	NQF Level	Credits
Indigenous Knowledge in Water Resources Management		120	8	12

Water Quality Management and Standards		120	8	12
Water Resources Economics		120	8	12
Water and the Natural Environment		120	8	12
SEMESTER 2 (46 CREDITS)				
Course Title	Course Code	Hours	NQF Level	Credits
Water and the Society		120	8	12
Advanced Water and Wastewater Treatment Technology		120	8	12
Water Utility Management		120	8	12
Intermediate Entrepreneurship and Innovation		100	6	10
Year course				
Research Methodology		200	6	20
Total Year 3 Hours & Credits		1140		114
YEAR 4 (96 CREDITS)				
SEMESTER 1 (30 CREDITS)				
Course Title	Course Code	Hours	N Q F Level	Credits
Fieldwork Techniques		300	8	30
SEMESTER 2 (66 CREDITS)				
Course Title	Course Code	Hours	N Q F Level	Credits
Water Governance		120	8	12
Water Transport and Distribution		120	8	12
Water for Development		120	8	12
Research Project		300	8	30
Total Year 4 Hours & Credits		960		96

BACHELOR OF CONSERVATION AGRICULTURE HONOURS (NQF LEVEL 8)

Description of the Qualification

This qualification of the program's aim is to train professionals in the agriculture sector to operate sustainably. This course will enable students to gain the specialized knowledge, understanding, skills and attitudes necessary to contribute effectively and ethically to strategic decision-making, opinion forming and operational management for the sustainable development of agricultural and food supply systems. The qualification will contribute to the national efforts of protection, and well-managed and sustainable utilization of natural resources while maximizing agricultural production. The qualification will further equip students with necessary skills, competence and practical strategies to be effective in managing our abundant natural resource while ensuring the sustainable development agenda. Students of this course can pursue the following careers: agriculturalists, consultants, planners, activists, sustainability officers, managers, and scientists.

This course prepares participants to become managers of agro-ecosystems for improved and sustained productivity and food security while preserving the environment. Conservation agriculture is a concept for resource-saving agricultural crop production aimed at achieving acceptable profits and high, sustained production levels while conserving the environment at the same time. Graduates can work in the agriculture sector.

Admission / Entry Requirements

Students will be admitted to this qualification if they hold a Namibia Senior Secondary Certificate Ordinary (NSSCO) or Namibia Senior Secondary Advanced Subsidiary (NSSAS), or a combination of both or equivalent qualification(s), with a minimum of 23 points in five (5) best subjects with minimum of D in English.

Or

A Certificate in Agriculture (NQF Level 5) or in related fields at NQF Level 5. Students will also be admitted into this qualification through mature age entry as stipulated in GR 4.1.1 prior learning with 2 relevant years of experience in various fields of water and environment or related fields

Career opportunities

Employment opportunities may be found in the following public and private entities such as; Ministry of Agriculture, Water and Land Reform; Ministry of Fisheries and Marine Resources; Ministry of Industrialization, Trade and SME Development (a subsection on environmental/agricultural related); Ministry of Higher Education (subsection on research); GIZ, AgriBank; Banks (Green products); Namibia Commission of Research, Science and Technology; International University of Management; UNAM; NUST; UNDP, Green schemes, and commercial farms.

Qualification structure

YEAR 1 (60 Credits)				
SEMESTER 1 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
English Communication and Study Skills	ECS40US	100	4	10
English for Academic purposes	ECA60US	100	8	10
Basic Mathematics	MTH51US	100	5	10
Physics for Life Sciences	PLS60US	100	6	10
IT Skills	BIT41US	100	4	10
Introduction to Conservation Agriculture	ICA60US	100	8	10
SEMESTER 2 (64Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Chemistry for Life Sciences	CLS60US	100	6	10
Introduction to Statistics	ISS50US	100	5	10
Statistical methods in Agriculture	SMA50US	120	6	12
The history of Conservation Agriculture	HCA50US	80	8	8
Conservation Biology	CBI60US	120	7	12

TOTAL		1240		124
YEAR 2 (114 Credits)				
SEMESTER 1 (62Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Integrated Natural Resource Management		100	7	10
Conservation Agriculture in livestock farming		100	8	10
Social and societal benefits of Conservation Agriculture systems		100	7	10
Climate Change		100	8	10
Conservation Agriculture in crop farming		100	5	10
Horticultural Production		120	6	12
SEMESTER 2 (52 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Environmental Impact Assessment Process		80	8	8
Biodiversity Conservation		120	5	12
Agroecosystems		100	7	10
Integrated Environmental Management		100	7	10
Environmental Hazard Control		120	5	12
TOTAL		1140		114
YEAR 3 (120 Credits)				
SEMESTER 1 (50 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Conservation Agriculture Practices, Innovations and Technology		100	8	10

Research Methodology I		100	6	10
Sustainable Production Systems		100	6	10
Sustainable Development		100	6	10
Land Degradation, Restoration and Management		100	8	10
SEMESTER 2 (70 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Soil Productivity		100	6	10
Soil Profile and Management		120	6	12
Soil Pollution and Soil Protection		120	8	12
Research Methodology II		120	7	12
Soil and Water Conservation		120	8	12
Technologies and Packaging		120	7	12
Total		1200		120
YEAR 4 (125 Credits)				
SEMESTER 1 (68 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Indigenous Knowledge in Biodiversity Management		100	8	10
Basic of Finance and Budgeting		120	8	12
Agricultural Waste Management		120	8	12
Agribusiness		100	8	10
Resource Mobilization for Conservation Agriculture		120	8	12
Field Work and Techniques		100	8	12

SEMESTER 2 (57 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Monitoring and Evaluation in Conservation Agriculture		100	8	10
Resource Efficiency and Cleaner Production		100	8	10
Practical Implementation of Conservation Agriculture		100	8	10
Financial and Farm Accounting		120	6	12
Research Project		150	30	15
TOTAL		1250		125

BACHELOR OF SCIENCE IN SUSTAINABLE OCEAN AND AQUACULTURE MANAGEMENT HONOURS (NQF LEVEL 8)

Description of the Qualification

This qualification aim is to provide students with skills and conceptual knowledge to understand, evaluate and critique contemporary issues in the dynamics of freshwater and marine environments and the sustainable management of aquatic resources. The program emphasizes experiential learning through unique lab and field research opportunities. This includes an overview of fisheries and fishery systems, developing an understanding of population dynamics, and identifying alternative management systems and policy instruments. This qualification will also emphasize the development of computer-based data analysis skills, formal writing and critical analysis of scientific literature.

Admission / Entry Requirements

Students will be admitted if they hold a Namibia Senior Secondary Certificate Ordinary (NSSCO) or Namibia Senior Secondary Advanced Subsidiary (NSSAS), both or equivalent qualification(s), with a minimum of 25 points in five (5) best subjects with minimum of D in English or equivalent. Students who hold a Diploma in Sustainable Ocean and Aquaculture Management (Level 6) will be eligible for admission to this qualification. Students may also enter through mature age. Students awarded with Bachelor of Science in Sustainable Ocean and Aquaculture Management Honours will be eligible for a Master's degree in Sustainable Ocean and Aquaculture Management or equivalent qualification at NQF Level 9 in a related field of studies.

Career opportunities

Aspirants for the Bachelor of Science in Sustainable Ocean and Aquaculture Management course can pursue careers such as marine/aquatic biologist, environmental specialist, fisheries/biological technician, senior technician, fisheries inspector, fisheries observer, fisheries economist, wastewater treatment analyst, research biologist, habitat restoration specialist, Water quality advisor, etc. These opportunities may be found in public and private sectors such as the Ministry of Fisheries and Marine Resources, Fisheries Observer Agency, Fishing industry, Namibia Standard Institution, aquaculture farms, etc.

Qualification structure

YEAR 1 (128 Credits)				
SEMESTER 1 (62 Credits) (compulsory courses)				
Course Title	Course Code	Hours	NQF Level	Credits
English Communication and Study Skills		100	5	10
English for Academic Purposes		120	6	10
Mathematics		100	5	10
Physics for Life Sciences		100	6	10
Basic IT Skills		100	5	10
Introduction to Statistics		100	4	10
SEMESTER 2 (66 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Chemistry for Life Sciences		100	6	10
Ocean Statistical Assessments I		120	7	12
Ocean Dynamics		100	6	10
Principles of Aquatic Ecosystems I		100	6	10
Principles of Environmental Management and Analysis		120	5	12
Ocean Governance I		120	6	12
Total Year 1 Hours & Credits		1280		128
YEAR 2 (138 Credits)				
SEMESTER 1 (66 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits

Marine Conservation Tools		100	6	10
Principles of Aquatic Ecosystems II		120	7	12
Ocean Governance II		120	7	12
Aquatic Biology I		120	5	12
Aquatic Ecosystem Services I		100	6	10
Natural Resources Economics I		100	6	10
SEMESTER 2 (72 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Sustainable Ocean Economy: Food Production		120	5	12
Fisheries Management I		120	6	12
Aquatic Ecosystem Services II		120	7	12
Pollution in Aquatic Systems		120	6	12
Ocean Statistical Assessments II		120	8	12
Aquaculture Management I		120	5	12
Total Year 2 Hours & Credits		1380		138
YEAR 3 (142Credits)				
SEMESTER 1 (44 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Sustainable Ocean Economy: Maritime Traffic		100	6	10
Sustainable Ocean Economy: Minerals		100	6	10
Sustainable Ocean Economy: Emerging Industries		100	7	10

Aquatic Biology II		120	7	12
SEMESTER 2 (68 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Introduction to R Programming for Natural Scientists		100	7	10
Fisheries Management II		120	7	12
Natural Resources Economics II		120	8	12
Aquaculture Management II		120	8	12
Aquatic Animal Health		120	8	12
Geographical Information Systems for Marine Conservation		100	8	10
Total Year 3 Hours & Credits		1120		112
YEAR 4 (108 Credits)				
SEMESTER 1 (56 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Statistical Software Packages		120	8	12
Molecular Ecology		120	8	12
Value Addition to Marine Resources		120	7	10
Scientific Writing		100	8	10
Climate Change and Aquatic Environment I		100	7	10
SEMESTER 2 (52 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Ecosystem-Based Fisheries Management		120	8	12

Climate Change and Aquatic Environment II: Carbon Cycle		100	8	10
Research Project		300	8	30
Total Year 4 Hours & Credits		1080		108

CERTIFICATE IN TRANSPORT AND LOGISTICS MANAGEMENT (NQF LEVEL 5)

Description of the Qualification

The purpose of the Certificate in Transport and Logistics Management (Level 5) qualification is to provide qualifying students with applied competencies in the understanding and interpretation of transport and logistics management principles, in preparation for a career in the transport and logistics field and to provide a basis for further learning. The student should be able to reflect on the study material in the context of a transport or logistics organisation, or function of a company, and to assess decisions impacting transport and logistics management. The certificate in Transport and Logistics (Level 5) Management enables students to specialise in logistics and transportation management.

It is appropriate for the induction of new starters and for up-skilling individuals who are employed within a role that is predominately operations. It allows the student who already has occupational competence within their sector, but is aspiring to enter a role that involves Logistics and Transport to gain the right level of occupational knowledge in Logistics and transport principles.

The transport and logistics sector, in the whole world over, plays a crucial, important and indispensable role in the socio-economic developmental agenda of any country. It is the transport and logistics sector that, daily, drives and moves goods and services to where such are needed and required. Transport and logistics will forever remain essential for trade, industrialisation, socioeconomic development, regional development and continental socio-economic-cultural integration. Key stakeholders consulted included The Namibia University of Science and Technology, the Ministry of Works and Transport, the National Planning Commission and the Confederation of Namibia Fishing Associations. The qualifications target those individuals willing to be transformed into professional Transport and Logistics officers.

Admission / Entry Requirements

Students will be admitted if they hold a Namibia Senior Secondary Certificate Ordinary (NSSCO) or Namibia Senior Secondary Certificate Advance Subsidiary (NSSAS), or a combination of both or equivalent qualification(s), provided that the candidate has passed a minimum of

five (5) subjects including English at D. A student must have a minimum of 20 points on the IUM's evaluation scale. In addition, students may enter through Mature Age Entry as stipulated in GR 4.1.1/prior learning with relevant years of experience in various fields of Transport and Logistics management or related fields. A recognized qualification in related fields may also qualify a student for this programme.

Career opportunities

Employment opportunities may be found across sub-sectors in the following public and private entities such as the Ministry of Works and Transport, and all government ministries and agencies; Nampower; Namdock; Namibia Commission of Research, Science and Technology; Namibia Ports Authorities; Benguela Current Commission; International University of Management; UNAM; NUST; UNDP; Namdock; Environmental Investment Fund; Mines; Municipalities and local authorities; and many organizations both locally and internationally.

Qualification structure

YEAR 1 (120 Credits)				
SEMESTER 1 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
English Communication and Study Skills		100	5	10
Mathematics		100	5	10
Basic IT Skills		100	5	10
Introduction to Logistics and Supply Chain Management		100	5	10
Transport Economics		100	5	10
Introduction to Inventory and Warehouse Management		100	5	10
SEMESTER 2 (60 Credits)				

Course Title	Course Code	Hours	NQF Level	Credits
Business Ethics		100	5	10
Principles of Marketing		100	5	10
Basic Sciences		100	5	10
Transport and Distribution Management		100	5	10
Principles of Logistics Management		100	5	10
Introduction to Entrepreneurship		100	4	10
Total Year Hours & Credits		1'200		120

CERTIFICATE IN OCCUPATIONAL HEALTH AND SAFETY (NQF LEVEL 5)

Description of the Qualification

The purpose of a Certificate in Occupational Health and Safety qualification is to provide students with applied competencies, understanding and interpretation of Occupational Health and Safety principles in preparation for a career in the industry and to provide a basis for further learning. The programme addresses the incidence of hazardous situation and injuries among workers through health promotion and safety in all workplaces. This qualification is appropriate for the induction of new starters and for up-skilling individuals who are employed within a role that is predominantly operations. The qualification allows the student who already has occupational competence within their sector, but aspiring to enter the role that involves more responsibilities to gain the right level of occupational knowledge and principles.

Occupational health aims to promote and maintain the highest degree of physical, mental and social well-being of workers in all occupations, prevent workers from ill health caused by their working conditions, the protection of workers in their employment from risks resulting from factors adverse to health, the placing and maintenance of the worker in an occupational environment adapted to his physiological and psychological capabilities.

Employers, by law, must provide employees with a safe and healthy working environment. Occupational Health and Safety in Namibia is governed by the Labour Act Nr 11 of 2007 in conjunction with Regulation 156, Regulations Relating to the Health and Safety of Employees at Work. Safe workplaces contribute to sustainable development, which is the key to poverty reduction and healthy workers are productive and raise healthy families thus healthy workers are a key strategy in overcoming poverty.

The Certificate in Occupational Health and Safety Operations (Level 5) is an ideal qualification for anyone who works in any Health sector, industrial sector, corporate world, other different fields and other individuals who seek to develop career-specific skills and gain a solid qualification in Occupational Health and Safety to support his/her position and anyone who wants to enter into or has just started a career.

Admission requirement

Students will be admitted to this qualification if they hold a Namibia Senior Secondary Certificate Ordinary (NSSCO) or Namibia Senior Secondary Advanced Subsidiary (NSSAS), or a combination of both or equivalent qualification(s), with a minimum of 20 points in five (5) best subjects with minimum of D in English.

Or

A Certificate in Transport and Logistics Management (Level 5) or in related fields at NQF level 5. Students will also be admitted into this qualification through mature age entry as stipulated in GR 4.1.1 prior learning with 3 relevant years of experience in various fields of transport, maritime, shipping and logistics management or related fields.

Career opportunities

Employment opportunities may be found across public and private sectors, in workplaces, especially mines, factories, constructions, etc., as health officer, safety officer, health inspector, etc.

Qualification structure

YEAR 1 (120 Credits)				
SEMESTER 1 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
English Communication and Study Skills		100	5	10
Mathematics		100	5	10
Legal Aspects of Safety and Health		100	5	10
Fundamentals of Occupational Safety and Health		100	5	10
Safety and Accident Prevention		100	5	10

Introduction to Emergency Management		100	5	10
SEMESTER 2 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Business Ethics		100	5	10
Basic IT Skills		100	5	10
Emergency and Crisis Management		100	5	10
Introduction to Entrepreneurship		100	4	10
Human Factors and Ergonomics		100	5	10
Workers Compensation and Rehabilitation		100	5	10
Total Year Hours & Credits		1'200		120

DIPLOMA IN MARITIME AND PORT MANAGEMENT(NQF LEVEL 6)

Description of the Qualification

The Diploma in Maritime and Port Management (Level 6) is developed to meet the growing needs of the Maritime and Port Management industry in private and public sectors and to train staff on specific skills and knowledge. This qualification will introduce students to the packaging of goods and commodities, inventory management, transportation of materials, supply chain, distribution, shipping, material handling, storage, safe ship operations and entrepreneurship in the Marine time and Port industry. Students are trained to serve the nation by taking up employment in the Maritime and Port industry. This qualification guarantees a wide bright career in employment as there is an increase in complexity and qualified professionals are required to manage shipping and port industries across the globe.

The qualification aims to fulfil the need for a skilled workforce, specializing in maritime transport and port facilities in our country, which carries the largest part of international trade with sea routes. The qualification provides students with both theoretical and practical training on basic Maritime information and Port management so they become specialists that are well-equipped with new maritime and port information needed by growing private harbours.

The Maritime sector contributes to the national development through the provision of logistics and transport services. Its significance extends beyond Namibia and into the SADC region because an integrated regional logistics and transport system is essential, particularly in facilitating trade with landlocked states. The key stakeholders consulted included the Namibia University of Science and Technology, the Ministry of Works and Transport, the National Planning Commission and the Confederation of Namibia Fishing Associations.

This qualification is designed for students willing to take up roles in the Maritime and Port Management sectors in both private and public organisations. It is structured to stretch and challenge the students to fulfil their true potential and to become defining players in the maritime field. The qualification targets those individuals willing to be transformed into professional Maritime and Port Management officers.

Admission Requirements

Students will be admitted to this qualification if they hold a Namibia Senior Secondary Certificate Ordinary (NSSCO) or Namibia Senior Secondary Advanced Subsidiary (NSSAS), or a combination of both or equivalent qualification(s), with a minimum of 23 points in five (5) best subjects with minimum of D in English.

Or

A Certificate in Transport and Logistics Management (Level 5) or in related fields at NQF level 5. Students will also be admitted into this qualification through mature age entry as stipulated in GR 4.1.1 prior learning with 3 relevant years of experience in various fields of transport, maritime, shipping and logistics management or related fields.

Career opportunities

Employment opportunities may be found across sub-sectors in the following public and private entities such as Ministry of Works and Transport, and all government ministries and agencies; Nampower; Namdock; Namibia Commission of Research, Science and Technology; Namibia Ports Authorities; Benguela Current Commission; International University of Management; UNAM; NUST; UNDP; Namdock; Environmental Investment Fund; Mines; Municipalities and local authorities; and many organizations both locally and internationally. Important of all opportunities is research and consultancy.

Qualification structure

YEAR 1 (120 Credits)				
SEMESTER 1 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
English Communication and Study Skills		100	5	10
Mathematics		100	5	10
Introduction to Logistics and International Trade		100	5	10

Introduction to Maritime Management		100	5	10
Introduction to Inventory and Warehouse Management		100	5	10
Basic IT Skills		100	5	10
SEMESTER 2 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Business Ethics		100	5	10
Principles of Marketing		100	5	10
Port Labour and Human Resources Management		100	5	10
Introduction to Port Management		100	5	10
Sustainable Ocean Economy: Maritime Traffic		100	5	10
Introduction to Entrepreneurship		100	4	10
Total Year 1 Hours & Credits		1'200		120

DIPLOMA IN TRANSPORT AND LOGISTICS MANAGEMENT (NQF LEVEL 6)

Description of the Qualification

The Diploma in Transport and Logistics Management (Level 6) is developed to meet the growing needs of the Transport and Logistics industry (Private and Public Sectors) and to train staff on sector-specific skills and knowledge. This diploma will provide the students with skills and knowledge in the fields of Transport and Logistics management, including warehousing, Packaging, inventory management, transportation, wholesalers, retailers, supply chain, production, storage, distribution, shipping, material handling, unitization, storage, green logistics and entrepreneurship in the Transport and Logistics industry. Students are trained to serve the nation by taking up employment in the transport and logistics sector. The course will equip students with skills and knowledge to establish their own businesses in transport, logistics, wholesalers and distribution. This qualification exposes students to different careers in transport and logistics management, it guarantees a wide bright career in employment or as an entrepreneur in the transport and logistics sector.

Students will learn the relevant academic and vocational logistics management principles, skills and knowledge through innovative teaching and learning methodologies. With this, students are not only able to perform effectively and efficiently within a variety of contemporary logistics environments but are also properly equipped to face the numerous dynamic challenges in local and global industries.

As stated in our country's Vision 2030, national development plans (NDPs), the Harambee Prosperity Plans (HPP), and various national policy documents, as well as the National Human Resources Plan 2010–2025, which highlighted the training needs of our country, a functional and efficient transport and logistics sector is the actual and real backbone for the practical and actual attainment of nearly all the goals and objectives. The key stakeholders consulted included the Namibia University of Science and Technology, Ministry of Works and Transport, the National Planning Commission and the Confederation of Namibia Fishing Associations.

Admission Requirements

Students will be admitted to this qualification if they hold a Namibia Senior Secondary Certificate Ordinary (NSSCO) or Namibia Senior Secondary Advanced Subsidiary (NSSAS), or a combination of both or equivalent qualification(s), with a minimum of 23 points in five (5) best subjects with minimum of D in English.

Or

A Certificate in Transport and Logistics Management (Level 5) or in related fields at NQF level 5. Students will also be admitted into this qualification through mature age entry as stipulated in GR 4.1.1 prior learning with 3 relevant years of experience in various fields of Transport and Logistics or related fields.

Career opportunities

Employment opportunities may be found in the following public and private entities such as Ministry of Environment, Forestry and Tourism; Ministry of Agriculture, Water and Land Reform; Ministry of Fisheries and Marine Resources; Ministry of Mines and Energy; Ministry of Industrialization, Trade and SME Development (a subsection on environmental related); Ministry of Higher Education (subsection on research); Namwater; Nampower; AgriBank; Banks (Green products); Namibia Commission of Research, Science and Technology; Benguela Current Commission; International University of Management; UNAM; NUST; UNDP; Environmental Investment Fund; NACSO; IRDNC; CUECOM; OKACOM; KAZ; WWF; Mines; Municipalities and local authorities; and many organizations both locally and internationally. Important of all opportunities is research and consultancy.

Qualification structure

YEAR 1 (120 Credits)				
SEMESTER 1 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
English Communication and Study Skills		100	5	10
Mathematics		100	5	10
Basic IT Skills		100	5	10

Introduction to Logistics and Supply Chain Management		100	5	10
Transport Economics		100	5	10
Introduction to Inventory and Warehouse Management		100	5	10
SEMESTER 2 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Business Ethics		100	5	10
Principles of Marketing		100	5	10
Basic Sciences		100	5	10
Transport and Distribution Management		100	5	10
Principles of Logistics Management		100	5	10
Introduction to Entrepreneurship		100	4	10
Total Year 1 Hours & Credits		1200		120
YEAR 2 (128 Credits)				
SEMESTER 1 (70 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Procurement, Sourcing and Supplier Management		120	6	12
Professional Communication		100	6	12
Operations and Logistics Management		120	6	12

Port and Shipping Management		120	6	12
Financial Accounting I		100	5	10
Business Statistics		100	5	10
SEMESTER 2 (58 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Business Law		100	6	12
Management Information System		120	6	10
Intermodal Transportation		120	6	12
Data Analysis and Forecasting		120	6	12
Green Logistics		120	6	12
Total Year 2 Hours & Credits		1226		126

BACHELOR OF TRANSPORT IN TRANSPORT AND LOGISTICS MANAGEMENT HONOURS (NQF LEVEL 8)

Description of the Qualification

The Bachelor of Transport and Logistics Management Honours was designed to equip students with the knowledge, skills and competencies needed to manage and supervise Transport and Logistics business industries and organizations in Namibia and beyond. The aim of this qualification is for students to learn the process involved in the movement of goods domestic and international and the sustainability in the logistics and transport industry. This qualification will educate those who are interested in pursuing their career in the industry, as well as those who are already in the industry intending to grow into managerial positions. It will prepare graduates for entry to mid-level management positions in a Logistics and Transport related office/organization and be able to effectively complement the Government's efforts in addressing Logistics and Transport issues affecting community members hence contributing towards the attainment of the National Vision 2030. The socio-economic development agenda revolves around the role that the transport and logistics industry plays. Daily driving and moving of goods and services to their required locations is done by the transport and logistics industry.

For as long as there is commerce, there will be industrialization, there will be socioeconomic development, there will be regional development (SADC), and there will be continental socioeconomic-cultural integration. The logistics sector contributes to the national development through the provision of logistics and transport services. Its significance extends beyond Namibia and into the SADC region because an integrated regional logistics and transport system is essential, particularly in facilitating trade with landlocked states. The key stakeholders consulted included the Namibia University of Science and Technology, Ministry of Works and Transport, the National Planning Commission and the Confederation of Namibia Fishing Associations.

This qualification targets individuals aspiring to be Transport and Logistics officers in organisations involved in international assignments in both the private and the public sectors, entrepreneurs seeking to understand Transport and Logistics and those who want to become supervisors and managers in their work places.

Admission / Entry Requirements

To be admitted to this qualification a candidate must have a Namibia Senior Secondary Certificate (NSSCO) at Ordinary or Advanced Subsidiary (AS) Level with a minimum of 25 points in five best subjects including English with a minimum of a D symbol or equivalent. Candidates can also be admitted through Mature Age Entry. Those who hold a Diploma in Transport and Logistics Management (Level 6) as well as a Diploma in Maritime and Shipping Management (Level 6) will be considered for admission or any other related qualification.

Career opportunities

Employment opportunities may be found across sub-sectors in the following public and private entities such as Ministry of Works and Transport, and all government ministries and agencies; Nampower; Namdock; Namibia Commission of Research, Science and Technology; Namibia Ports Authorities; Benguela Current Commission; International University of Management; UNAM; NUST; UNDP; Namdock; Environmental Investment Fund; Mines; Municipalities and local authorities; and many organizations both locally and internationally. Important of all opportunities is research and consultancy.

Qualification structure

YEAR 1 (120 Credits)				
SEMESTER 1 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
English Communication and Study Skills		100	5	10
Mathematics		100	5	10
Basic IT Skills		100	5	10
Introduction to Logistics and Supply Chain Management		100	5	10
Transport Economics		100	5	10

Introduction to Inventory and Warehouse Management		100	5	10
SEMESTER 2 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Business Ethics		100	5	10
Principles of Marketing		100	5	10
Basic Sciences		100	5	10
Transport and Distribution Management		100	5	10
Principles of Logistics Management		100	5	10
Introduction to Entrepreneurship		100	4	10
Total Year 1 Hours & Credits		1'200		120
YEAR 2 (128 Credits)				
SEMESTER 1 (70 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Procurement, Sourcing and Supplier Management		120	6	12
Professional Communication		100	6	12
Operations and Logistics Management		120	6	12
Port and Shipping Management		120	6	12
Financial Accounting I		100	5	10
Business Statistics		120	5	10
SEMESTER 2 (58 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits

Business Law		100	6	12
Management Information Systems		120	6	10
Intermodal Transportation		120	6	12
Data Analysis and Forecasting		120	6	12
Green Logistics		120	6	12
Total Year 2 Hours & Credits		1'260		126
YEAR 3 (116 Credits)				
SEMESTER 1 (80 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Enterprise Resource Planning		160	7	16
Research Methodology I		100	6	10
Maritime Transport Management		120	7	14
Corporate Finance		160	7	12
Supply Chain Risks Management		160	7	14
Global Logistics and Supply Chain Management		160	7	14
SEMESTER 2 (36 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Research Methodology II		120	7	12
Internship		240	7	24
Total Year 3 Hours & Credits		1200		116
YEAR 4 (138 Credits)				
SEMESTER 1 (76 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits

Strategic Supply Chain Management		160	8	16
Strategic Project Management		120	8	12
Transport & Sustainability		160	8	16
Fleet and Transport Management		160	8	16
Tendering and Supplier Selection		160	8	16
SEMESTER 2 (46 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Research Project		300	8	30
Procurement and Supply Relationship Management		160	8	16
Total Year 4 Hours & Credits		1220		122

DEPARTMENT OF SUSTAINABLE TOURISM

CERTIFICATE IN TOURISM, HOSPITALITY AND EVENTS MANAGEMENT

Description of the Qualification

This qualification is designed to provide students with the necessary skills for the provision and delivery of quality service in the Tourism and Hospitality industry. The qualification is a response to meet Namibia's Human Capital Development demands. The qualification is reviewed to provide a good foundation in key aspects such as customer service skills, culinary skills and management & leadership skills. The purpose of this qualification is to provide students with both theoretical knowledge and develop graduates' basic practical competencies in the dynamic and diverse tourism industry. The qualification will prepare students to achieve Tourism, Hospitality and Events Management skills, allowing them to function in a variety of settings involving individuals, groups, organizations and the general public. Therefore, the Certificate of Tourism, Hospitality and Events Management aims at training skilled individuals with knowledge, skills and required abilities to successfully operate in the Tourism, Hospitality and Events Industry.

Admission/Entry requirements

Students will be admitted into this qualification if they hold a Namibia Secondary School Certificate Ordinary Level (NSSCO) or equivalent, with a minimum of 20 points in five (5) best subjects, with a minimum of D in English at NSCCO/ IGCSE level, Grade 1-4 at the NSSCH/ HIGCSE level and at least an E symbol at NSCCAS level.

Students may also enter through mature age if they meet the following requirements:

- Are 25 years old or over in the year in which admission is sought
- Have at least 2 years of relevant working experience
- Have at least a pass at Grade 10
- Provide a suitable reference relating to work experience

Prospective applicants should pass the entry Aptitude Test of IUM.

The Certificate in Tourism, Hospitality and Events Management grants admission to a Diploma in Ecotourism and Protected Areas Management and/or any related areas at Level 6.

Career opportunities

This qualification is designed for individuals interested in a range of work sectors related to Tourism, Hospitality and Events. This qualification has been developed with the above in mind, and therefore targets the following students who want to become front office assistants, customer care consultants, housekeepers/ supervisors, hospitality sales representatives, tourism health and Safety officers, tourism service agents, and tourism and hospitality marketing agents

Qualification Structure

YEAR 1 (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Introduction to Tourism, Hospitality and Events	ITH50US	100	5	10
Customer Service Skills	CSS50US	100	5	10
Microeconomics	MIE50US	100	5	10
Mathematics	MTH51US	100	5	10
Applied English Language Skills	AEN40US	100	4	10
Introduction to Entrepreneurship	IEN40US	100	4	10
SEMESTER 2 (60 credits)				

Course Title	Course Code	Hours	NQF Level	Credits
Food Handling, Health & Safety in Tourism and Hospitality	FHS50US	100	5	10
Front Office Operations	FOO50US	100	5	10
Housekeeping Operations	HKO50US	100	5	10
Financial Accounting I	FAC51US	100	5	10
Principles of Marketing	PMK50US	100	5	10
Basic IT Skills	BIT41US	100	5	10
Total Year 1 Hours & Credits		1200		120

DIPLOMA IN HOSPITALITY AND EVENTS MANAGEMENT (NQF LEVEL 6)

Description of the Qualification

The Diploma in Hospitality and Events Management (Level 6) is developed to equip students with essential knowledge and skills required for the hospitality and events industry. The qualification is designed to equip students with competencies and knowledge of managing hospitality and events establishments whereby students will be exposed to operational, supervisory and management approaches to hospitality and events establishments. It addresses the skills gaps, challenges and growth opportunities in the industry by providing students with competencies to pursue diverse career opportunities in the field. The qualification focuses on building and enhancing skills and knowledge in aspiring hospitality and events employees, to equip them with the necessary skills to be at the forefront of the ever-changing hospitality and events industry.

Admission/Entry requirements

To be registered for this qualification, a prospective student must:

Hold a Certificate in Tourism, Hospitality and Events Management (Level 5) from IUM or any equivalent qualification at NQF level 5 from recognized institution.

OR

Students will be admitted into this qualification if they hold a Namibia Secondary School Certificate Ordinary Level (NSSCO) or equivalent, with a minimum of 23 points in five (5) best subjects, with a minimum of D in English at NSSCO/ IGCSE level, Grade 1-4 at the NSSCH/ HIGCSE level and at least an E symbol at NSSCAS level.

Students may also enter through mature age if they meet the following requirements:

- Are 25 years old or over in the year in which admission is sought
- Have at least 2 years of relevant working experience
- Have at least a pass at Grade 10
- Provide a suitable reference relating to work experience

Prospective applicants should pass the entry Aptitude Test of IUM. If in possession of a foreign qualification, submit an NQA Evaluation report of their foreign qualifications to the IUM for consideration. Enter through a flexible learning path – Recognition of Prior Learning (RPL) with 2 years of relevant experience in various fields of tourism, hospitality, events or related fields. Achievement of these requirements will not automatically guarantee acceptance into the program. This can be achieved after meeting the IUM admission requirements as set by the IUM Senate. If in possession of a foreign qualification, a submission of an NQA evaluation report is required. The Diploma in Hospitality and Events Management (Level 6) grants admission to a Bachelor in Hospitality and Events Management Honours or any related qualification at NQF Level 8.

Career Opportunities

This qualification will offer training to develop strong hospitality and events business management skills and create new job prospects. The diploma therefore targets the following professions: housekeeping supervisors, hospitality health and safety officers, front office personnel, hospitality marketing representatives, customer service personnel, and hospitality bookkeepers

Qualification structure

DIPLOMA YEAR 1 (128 Credits)					
SEMESTER 1 (62 Credits)					
Course Title	Course Code	Pre-requi-site	Hours	NQF Level	Credits
Basic IT Skills		None	100	5	10
Hospitality Operations		None	100	5	12
Critical Thinking	CTS50US	None	100	5	10
English for Academic Purposes		None	100	6	10
Mathematics		None	100	5	10
Introduction to Entrepreneurship		None	100	4	10
SEMESTER 2 (66 Credits)					

Course Title	Course Code		Hours	NQF Level	Credits
Principles of Financial Management		None	120	6	12
Environmental Education		None	120	5	12
Introduction to Statistics		None	100	5	10
Management Information Systems	MIS60US	None	100	6	10
Introduction to Hospitality and Events Management		None	100	5	10
Food and Beverage Services		None	120	6	12
Total Year 1 Hours & Credits			1280		128

DIPLOMA YEAR 2 (112 Credits)					
SEMESTER 1 (58 Credits)					
Course Title	Course Code	Prerequisite	Hours	NQF Level	Credits
Human Resources Development			120	6	12
Intermediate Entrepreneurship and Innovation	IEI60US	None	120	6	12
Customer Service for Hospitality and Events Management	CST60US	None	100	5	10

E-Marketing	EMK60US	None	120	6	12
Human Nutrition and Health in Hospitality		None	100	6	12
Elect one language					
German 1A	GR150US	None	100	5	NCB
French 1A	FR150US	None	100	5	NCB
SEMESTER 2 (54 Credits)					
Course Title	Course Code		Hours	NQF Level	Credits
Business Law	BLA60US	None	100	6	12
Hospitality Banqueting and Management	HBM60US	None	100	6	10
Commercial Food Preparation	CFP60US	None	120	6	12
Etiquette for the Hospitality and Events Industry	ETQ60US	None	100	6	10
Hospitality, Health and Safety	HHS60US	None	120	6	10
Total Year 2 Hours & Credits			1120		112
Total Year 1 & 2 Hours & Credits			2400		240

DIPLOMA IN ECOTOURISM AND PROTECTED AREAS MANAGEMENT (NQF LEVEL 6)

Description of the Qualification

Travel industry experts alluded that ecotourism is the fastest-growing segment of the tourism industry. Ecotourism is about preserving the natural environment and giving local people fair employment. Domestic tourism plays a special and important role in the Namibian tourism industry. The management of protected areas with their fragile ecosystems and natural resources is of utmost importance. How these resources are managed and to what extent they are complemented with man-made innovations, will determine the country's competitiveness in tourism. While tourism has tremendous potential to create jobs, it should be recognized that appropriate skills and experience are necessary to conserve and manage protected areas that are in most cases tourists' destinations. This qualification aims to strengthen student's passion and interests in tourism and the management of protected areas to contribute to growing and developing the tourism industry.

Admission/Entry requirements

Students will be admitted if they hold a Namibia Senior Secondary Certificate Ordinary Level (NSSCO) or Namibia Senior Secondary Advanced Subsidiary (NSSAS), both or equivalent qualification(s), with a minimum of 23 points in five (5) best subjects with minimum of D in English or equivalent. Students may also enter through mature age entry. The Diploma in Ecotourism and Protected Areas Management NQF Level 5 grants admission to a Bachelor of Ecotourism and Protected Areas Management Honours or any related qualification at NQF Level 8.

Career Opportunities

This is a management-level qualification for individuals who are, or wish to be involved in meaningful contributions towards the development of responsible, human environmentally friendly, naturally and commercially sustainable tourism. Individuals will be able to develop, plan and operate an ecotourism enterprise incorporating the principles of sustainable use, traditional knowledge and livelihoods whilst balancing these with sound environmental and business practices. Individuals can then prosper in careers such as Conservationists, Protected Area Managers, Research Assistants, Environmental Health Supervisors, Tour Guides, Ecotourism

Project Managers, Environmental Campaigners/ Lobbyists, Cultural Ambassadors, Customer Care Consultants, Game rangers, Tourism Health and Safety Officers, Trainee Tour operators, Eco-destination officers, Service Agents as well as Wildlife and Parks Managers / Administrators.

Qualification Structure

Courses, Study Time, NQF Level and Credits

YEAR 1 (122 Credits)					
SEMESTER 1 (56 Credits)					
Course Title	Course Code	Prerequisite	Hours	NQF Level	Credits
Mathematics		None	100	5	10
English Communication and Study Skills		None	100	4	10
Principles of Ecotourism		None	120	5	12
English for Academic Purposes		None	120	6	12
Introduction to Biology		None	120	5	12
SEMESTER 2 (66 Credits)					
Course Title	Course Code	Prerequisite	Hours	NQF Level	Credits
Environmental Education		None	120	6	12
Socio-cultural Tourism		None	120	6	12
Introduction to Statistics		None	100	5	10
Basic IT Skills	BIT41US	None	100	5	10

Principles of Ecotourism Development		None	120	5	12
Introduction to Entrepreneurship	IEN40US	None	100	4	10
Total Year 1 Hours & Credits			1220		122
YEAR 2 (118 Credits)					
SEMESTER 1 (58 Credits)					
Course Title	Course Code	Prerequisite	Hours	NQF Level	Credits
Habitat Management		None	100	6	10
Animal Taxonomy		None	120	6	12
Tourism Economics		None	120	6	12
Plant Taxonomy		None	120	6	12
Principles of Ecotourism Practices		None	120	6	12
SEMESTER 2(60 Credits)					
Course Title	Course Code	Prerequisite	Hours	NQF Level	Credits
Protected Areas Management		None	120	6	12
Principles of Ecotourism Marketing		None	120	6	12
Tour Guiding		None	120	6	12
Sustainable Tourism Management		None	120	6	12
Climatology and Meteorology for Ecotourism		None	120	6	12

Total Year 2 Hours & Credits			1180		118
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BACHELOR OF HOSPITALITY AND EVENTS MANAGEMENT HONOURS (NQF LEVEL 8)

Description of the Qualification

The Bachelor of Hospitality and Events Management qualification is developed to provide students with the opportunity to establish a strong, industry-specific knowledge base while increasing their professional qualifications in hospitality and events management. During an era and aftermath of the global pandemic crisis, this qualification reflects the current and future growth in tourism, which has been driven by the rise of emerging economies and the globalization of business. The qualification provides students with the required theory and hands-on approach in management of the hospitality resources to ensure sustainable growth of the hospitality and events industry. It was developed to address the need for quality service in the ever-changing tourism, hospitality and events sector.

The qualification has been designed to provide a pathway through which students aspiring to enter the sector of tourism in Namibia, the SADC region and Africa at large can develop a combination of key business skills and industry knowledge. This qualification will prepare the students for the varied and demanding careers that the tourism, hospitality and events management industry offers. This qualification therefore focuses on the current demand in the tourism, hospitality and events sectors.

Admission/Entry requirements

Students will be admitted into this qualification if they hold a Namibia Secondary School Certificate Ordinary Level/ Advanced Subsidiary (NSSCO/NSSCAS) or equivalent, with a minimum of 25 points in five (5) best subjects, with a minimum of D in English at NSSCO/ IGCSE level, Grade 1-4 at the NSSCH/ HIGCSE level and at least an E symbol at NSSCAS level.

Students may also enter through mature age if they meet the following requirements:

- Are 25 years old or over in the year in which admission is sought.
- Have at least 2 years of relevant working experience.

- Have at least a pass at Grade 10.
- Provide a suitable reference relating to work experience.

Prospective applicants should pass the entry Aptitude Test of IUM. If in possession of a foreign qualification, submit an NQA Evaluation report of their foreign qualifications to the IUM for consideration. The Bachelor in Hospitality and Events Management Honours grants admission to any postgraduate qualification in Hospitality and Events and/or any related areas at NQF Level 9.

Career Opportunities

This qualification is designed for individuals interested in a range of work sectors related to Hospitality and Events. This qualification has been developed with the above in mind and therefore targets the following students who want to become Food and Beverage Supervisors, Front Office Assistants, Commercial Food Chefs, Customer Care Consultants and Housekeepers/ Supervisors.

Qualification Structure

Degree YEAR 1 (138 Credits)					
SEMESTER 1 (70 Credits)					
Course Title	Course Code	Prerequisite	Hours	NQF Level	Credits
Hospitality Operations	HLO50US	None	100	5	10
English for Academic Purposes		None	100	6	10
Critical Thinking	CTS50US	None	100	5	10
Mathematics		None	100	5	10
Hospitality Service Excellence	HSE60US	None	100	6	10
Basic IT Skills		None	100	5	10
Introduction to Entrepreneurship	IEI60US	None	100	4	10

SEMESTER 2 (68 Credits)					
Course Title	Course Code		Hours	NQF Level	Credits
Financial Management		None	120	6	12
Environmental Education		None	120	5	12
Introduction to Statistics		None	100	5	10
Management Information Systems	MIS60US	None	100	6	10
Food and Beverage Services	FBS60US	None	120	6	12
Events Planning		None	120	6	12
Total Year 1 Hours & Credits			1380		138

Degree YEAR 2 (118 Credits)			
SEMESTER 1 (52 Credits)			
Course Title	Course Code	Prerequisite	Credits
Culinary Studies and Menu Planning		None	10
Intermediate Entrepreneurship and innovation		Introduction to Entrepreneurship	12
Customer Service for Hospitality and Events Management	CST60US	None	10
Service Quality Management in Hospitality and Events	SQM60US	None	10

Meetings Incentives Confer- ences and Exhibition Planning	MICE60US	None	10
Elect one language			
German 1A	GR150US	None	NCB
French 1A	FR150US	None	NCB
SEMESTER 2 (66 Credits)			
Course Title	Course Code	Prerequisite	
Business Law	BLA60US	None	
Project Management		None	
Commercial Food Preparation	CFP60US	None	
Etiquette for the Hospitality and Events Industry	ETQ60US	None	
Hospitality Economics		None	
Occupational Health and Safety		None	
Elect one language			
German 1B	GR150US	German 1A	
French 1B	FR150US	French 1A	
Total Year 2 Hours & Credits			
Degree YEAR 3 (100 credits)			
SEMESTER 1 (58 credits)			
Course Title	Course Code	Prerequisite	
Applied Entrepreneurship	AEN70US	Intermediate Entrepreneurship and Innovation	
Research Methodology I	RME71US	None	

Business Operations and Leadership in Hospitality and Events management	BOL70US	None	
Reservation Systems	RSY70US	Basic IT skills	
Strategic Human Resources	SHU70US	None	
Electives (choose one)			
French 2A	FR260US	French 1B	
German 2A	GE260US	German 1B	
SEMESTER 2 (42 credits)			
Course Title	Course Code		
Internship	IN370US	Pass in all Year 1 and 2	
Research Methodology II		RME1	
Total Year 3 Hours & Credits			

Degree YEAR 4 (120 Credits)				
SEMESTER 1 (45 Credits)				
Course Title	Course Code	Prerequisite	NQF Level	Credits
Fieldworks Techniques			8	30
Semester 2 (75 Credits)				
Services Marketing Strategies	SMS80US	None	8	12
Events Management	EVT80US	None	8	12
Marketing and Public Relations for Events		None	8	12
Applied Hospitality Operations		None	8	12
Strategic Entrepreneurship		Applied Entrepreneurship	8	12
Year Course				

Research Project		Research Methods II	8	30
Total Year 1 Hours & Credits				120

BACHELOR OF ECOTOURISM AND PROTECTED AREAS MANAGEMENT HONOURS (NQF LEVEL 8)

Description of the Qualification

The Bachelor of Ecotourism and Protected Areas Management Honours degree qualification is developed to provide students with the opportunity to establish a strong, specific knowledge base in nature-based tourism as a tool for economic growth and development of a country's destination. Namibia has, under the Ministry of Environment, Forestry and Tourism, a Community-based natural resource management (CBNRM) program that creates an environment where people in communal areas can actively manage their ecosystems. Secondly, the market for nature-based tourism locally and globally is growing rapidly, which not only presents enormous opportunities for entrepreneurship, protected area management and sustainable development but also introduces the potential for unacceptable impacts on the natural resources at the foundation of the tourism product.

The qualification therefore provides students with the required theory and hands-on approach in ecotourism, cultural heritage tourism management, nature conservation, and community-based resource management, sustainable tourism management of the tourism resources to ensure sustainable growth of the tourism, hospitality and events industry including in protected areas. It was developed to address the key need for sustainable tourism resource use with a focus on:

- Providing opportunities for economic advancement through meaningful public and private partnerships
- Enhancing the quality of life of locals through working especially with formerly disadvantaged parts of our society and
- Welcoming tourists to the country and delivering exceptional, unforgettable service and holidays while protecting of natural and cultural heritage is of prime concern.

Namibia ranks among the top nature-based tourism destinations regionally, in Africa and globally, hence the development of this qualification is one of the destination marketing tools there is: exceptional quality service in a natural and sustainably managed environment that will ensure that tourists come back a second time, tell their friends and share their experiences.

The Namibia vision as captured in the National Sustainable Tourism Growth and Development Strategy 2016-2026 for tourism is for a growing, vigorous and dynamic economic sector that brings social and economic benefits to all Namibians via the generation of jobs and incomes. This qualification therefore fulfills the Government's call on private-public partnerships, where the IUM in consultation with various stakeholders, engenders human capacity development to ensure the vision will be met where Namibia is to be a role model in the conservation of biological diversity, environmental management and tourism development through innovation and partnerships.

Finally, it is for tourism in Namibia to contribute meaningfully to rural development and overall economic growth via the sustainable use of natural and cultural resources. Incorporating programs such as CBNRM in tertiary-level training of local and international students is an important instrument to promote sound environmental management, and the sustainable use of natural resources, in a manner which empowers local communities to share the responsibilities and benefits from such management. The qualification will look at the ethical aspect of sustainable management of Community Forests, shared water and other natural resources as well as Communal Conservancies.

The qualification has been designed to provide a pathway through which students aspiring to enter the sector of nature-based tourism in Namibia, the SADC region and Africa at large can develop a combination of key sustainable, eco-friendly business skills and industry knowledge in this sensitive ecotourism and protected areas management. This qualification will prepare the students for the varied and demanding careers that the tourism and the environment industry offer. This qualification therefore focuses on the current demand of the ecotourism and protected area management sector.

Admission/Entry requirements

Students will be admitted into this qualification if they hold a Namibia Secondary School Certificate Ordinary Level (NSSCO) or equivalent, with a minimum of 25 points in five (5) best subjects, with a minimum of D in English at NSSCO/ IGCSE level, Grade 1-4 at the NSSCH/ HIGCSE level and at least an E symbol at NSSCAS level.

Students may also enter through mature age if they meet the following requirements:

- Are 25 years old or over in the year in which admission is sought
- Have at least 2 years of relevant working experience.
- Have at least a pass at Grade 10.
- Provide a suitable reference relating to work experience.

Prospective applicants should pass the entry Aptitude Test of IUM. If in possession of a foreign qualification, submit an NQA Evaluation report of their foreign qualifications to the IUM for consideration. The Bachelor of Ecotourism and Protected Areas Management Honours degree grants admission to a Master of Science in Ecotourism and Protected Areas Management and/or any related qualification at NQF Level 9.

Career opportunities

This qualification is designed for individuals interested in a range of work sectors related to tourism, the environment and all forms of conservation and sustainable management of protected areas. This qualification has been developed with the above in mind, and therefore targets the following students who want to become Conservationists, Protected Area Managers, Research Assistants, Environmental Health Supervisors, Tour Guides, Project Managers, Environmental Campaigners/ Lobbyists, Cultural Ambassadors, Game rangers, Tour operators, Service Agents, Natural Resource Managers and Wildlife and Parks Managers / Administrators.

Qualification Structure

YEAR 1 (130 credits)					
SEMESTER 1 (64 credits)					
Course Title	Course Code	Prerequisite	Hours	NQF Level	Credits
Mathematics		None	100	5	10
English Communication and Study Skills		None	100	4	10
Introduction to Entrepreneurship	IEN40US	None	100	4	10

Tourism Systems	TSY50US	None	100	5	10
English for Academic Purposes		None	100	6	10
Introduction to Biology		None	120	5	12
SEMESTER 2 (66 credits)					
Course Title	Course Code	Prerequisite	Hours	NQF Level	Credits
Basic IT Skills		None	100	5	10
Introduction to Ecology		None	120	6	12
Environmental Education		None	120	5	12
Introduction to Statistics		None	100	5	10
Financial Management		None	100	6	12
Conservation Biology			120	6	12
Total Year 1 Hours & Credits			1300		130
YEAR 2 (130 credits)					
SEMESTER 1 (70 credits)					
Course Title	Course Code	Prerequisite	Hours	NQF Level	Credits
Ecotourism I		None	120	5	12
Environmental and Natural resources Economics I		None	120	6	12

Animal Taxonomy		None	120	6	12
Geographical Information System in Ecotourism		None	120	6	12
Tourism Geography	TGG61US	None	100	5	10
Plant Taxonomy		None	100	6	12
SEMESTER 2 (60 Credits)					
Course Title	Course Code	Prerequisite	Hours	NQF Level	Credits
Intermediate Entrepreneurship and Innovation		None	100	6	12
Ecotourism II		Ecotourism I	120	6	12
Environmental and Natural resources Economics II		Environmental and Natural resources Economics I	120	6	12
Environmental Impact Assessment Process			120	7	12
Environmental Ethics			120	7	12
Total Year 2 Hours & Credits			1300		130
YEAR 3 (128 Credits)					
SEMESTER 1 (60 Credits)					
Course Title	Course Code	Prerequisite	Hours	NQF Level	Credits
Protected Areas Management			120	6	12

Research Methodology I	RME71US	None	120	7	12
Aquatic Ecology			240	7	24
Tourism and the Environment	TEV71US	None	120	7	12
SEMESTER 2 (68 Credits)					
Course Title	Course Code	Prerequisite	Hours	NQF Level	Credits
Research Methodology II		None	120	7	12
Ecotourism Practices and Enterprises		None	120	7	12
Ethnobotany		None	240	7	24
Environmental Governance		None	80	8	8
Wildlife Conservation and Management		None	120	7	12
Total Year 3 Hours & Credits			1280		128
YEAR 4 (126 Credits)					
SEMESTER 1 (30 Credits)					
Course Title	Course Code	Prerequisite	Hours	NQF Level	Credits
Field Work Techniques (Internship)			300	8	30
SEMESTER 2 (81 Credits)					
Course Title	Course Code	Prerequisite	Hours	NQF Level	Credits
Wildlife and Parks Management	WPM80US	None	120	8	12

Ecotourism Marketing and Development		None	120	8	12
Cultural Tourism	CUT30US	None	120	8	12
Entrepreneurship & Innovation in Ecotourism		None	300	8	30
Year Course					
Research Project			300	8	30
Total Year 4 Hours & Credits			1260		126

FACULTY OF HEALTH SCIENCES

BACHELOR NURSING SCIENCE HONOURS (NQFLEVEL 8)

	Compulsory	Elective
Level 4 credits:	40	-
Level 5 credits:	96	-
Level 6 credits:	120	-
Level 7 credits:	120	-
Level 8 credits:	120	-
Minimum total credits required:	496	-

Rationale

The review of Bachelor in Nursing Science Honours is necessitated by the International University of Management policy on review of its qualifications, as well as the fact that this qualification has reached its scheduled review date and will be submitted in accordance with the National Qualifications Framework (NQF) Regulations for Namibia. The qualification is therefore developed to be in line with NQF requirements while addressing the capacity developmental needs of the public and private sectors. This qualification is therefore necessary to develop the expertise required in providing nursing care to different patients/customers in the health industry and to respond to national health development priorities. The qualification was approved by the Senate of the International University of Management and the Health Professions Councils of Namibia.

Purpose

The purpose of the Bachelor in Nursing Science Honours is to provide students with a comprehensive foundation in the theory and practice of nursing. Nursing care has many subfields, and this curriculum is designed to ensure that students acquire skills in and well-rounded knowledge of

the most critical topics in Nursing and Midwifery Care, A further purpose of the programme is to develop competencies needed by the health industry – public and private, across the full range of sectors, to achieve our country's and region's development goals in health care delivery. The qualification was reviewed to ensure it remains relevant to the expanding health and nursing care needs expressed by the Ministry of Health and Social Services and other stakeholders. It is in this context that the Faculty of Health Sciences at the International University of Management is determined to continue offering the Bachelor in Nursing Science Honours

Admission Requirements

One must satisfy the minimum admission requirement for entry to degree studies at this University as prescribed under the entry requirements in the International University of Management General Academic Regulations.

- i. The student should hold a valid National Senior Secondary Certificate (NSSC) at a higher level or equivalent.
- ii. Prospective students should obtain a minimum of 25 points based on a scale of five subjects. English is a compulsory subject with a D symbol or better. Other compulsory subjects are Biology, Physical Science/ Chemistry, and Mathematics.
- iii. Mature age entry for Bachelor in Nursing Science Honours is 3-4 years experience in nursing (enrolled nurse) in a clinic or hospital with a minimum of 18 points.
- iv. Meeting these requirements will not automatically guarantee acceptance into the programme. Shortlisted applicants will be interviewed if applicable. Successful applicants must register as nursing students with the Nursing Council of Namibia.

Other requirements

Clinical practicum

All students should acquire clinical experience in the first, second, third and fourth year of study. These clinical learning experiences are determined by the Nursing Council of Namibia and will take place in hospitals, health centres and the community.

- Year one: This clinical experience amounts to 450 hours of nursing care exposure a year;
- Year two: This clinical experience amounts to 760 hours of nursing care exposure a year;
- Year three: This clinical experience amounts to 760 hours of nursing care exposure a year;
- Year four: This clinical experience amounts to 1080 hours of nursing care exposure a year.

Students will complete their clinical practical registers received each year and submit them for assessment. Assessment of the clinical practicum is using evaluation of procedures done by the students. Clinical experiences are examinable during October of each year and passing thereof is a requirement for continuing to the next academic year level and graduation.

Qualification Duration

The programme will be offered for over four years; the maximum period of study is eight (8) years.

Outcomes of the whole qualification

Upon successful completion of this qualification, holders are able to:

- Provide holistic nursing care across the lifespan, utilizing the scientific nursing process.
- Demonstrate a fundamental knowledge base of the discipline of nursing and midwifery by applying the basic ethical, moral, legal and professional principles as a framework, during their interaction with individuals of all age groups, their families and the multidisciplinary team.
- Apply knowledge from the biological sciences in solving problems/needs of individuals of all age groups in a variety of healthcare settings.
- Demonstrate a sound knowledge of the scientific principles of preventive, promotive, curative and rehabilitative health in providing care to individuals with health needs.
- Demonstrate efficiency in gathering, analysis, synthesis and evaluation of health-related information using applicable research methods.
- Apply research findings in nursing and midwifery practice.
- Apply health service management principles at a unit level.
- Demonstrate a personal and professional sense of work ethics and self-directed learning in her/his development.
- Communicate effectively verbally and in writing when interacting with members of health care professions and the public, and
- Provide maternal and child nursing care effectively.

Credit transfer

Credit is the value assigned for the recognition of equivalence in content

acquired through learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing. To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses. The awarded credits are governed by the IUM degree programme rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years. Generally, credit will be given if the courses were taken at an accredited Institution of Higher Learning, and the course was equivalent to courses offered at IUM, or compatible with Namibia Qualifications Authority requirements. Coursework will be evaluated for its current relevance and may not transfer if the material is outdated more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting. Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in degree qualification. Credits earned at IUM are also transferable to other institutions of higher learning. 229 Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit. The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgment of the IUM on this question shall be final. The IUM reserves the right to reject transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Articulation

The Bachelor of Nursing Science Honours grants permission to the Post

Graduate Diploma in Paediatric Nursing at NQF Level 8 as well as a Master's programme offered at NQF Level 9 programme offered at a higher institution provided that relevant permission is obtained.

Assessments

Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the overall assessment of the course. This will come from a minimum of three assessment activities and evaluations undertaken by the student during each semester.

Students must score at least 50% in each course to be eligible to write the final examination in the course. This means a student whose continuous assessment mark is below 50%, fails the course. Students must score at least 50% in their practical courses to be eligible to write a final examination in the course.

Final Examinations

The final examination accounts for 60% of the overall assessment of the course. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Practical examinations will be set up for the practical courses in this programme. Examiners may, in addition to written examination, test any candidate orally

Research Project

Taken in the last year of study, the Bachelor Nursing Science Hons research project is meant to engage students in research with a faculty member designated to a student by the faculty to generate the knowledge necessary to complete all the requirements for the award of the qualification.

Each student must independently complete a 10,000 – 15,000-word research project. The research should be original on a topic related to the health sciences. The research should have a clearly defined problem statement, a review of the existing literature on the chosen topic, original evidence offered to support the research project, consideration of alternative rival hypotheses, and a conclusion with recommendations. Upon completion of writing the research project, the student will be required to present their research findings before a faculty-selected project panel.

A student who fails the research project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of the results.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 50% of the courses or credits.

To pass a course, a student must obtain a composite mark of at least 50% in that course. This must include a minimum average continuous assessment mark of 50% and a minimum examination mark (subminimum) of 36% in that course.

Award of the Qualification

Candidates will be eligible to be awarded the Bachelor Honours Degree in Business Administration when they have passed all the required courses and successfully completed the Business Research project as

specified in the relevant qualification regulations and have fulfilled any other additional requirements stipulated in the IUM student policies.

Teaching methods/strategies

Teaching and learning will be based on experiential learning theory mostly in clinical nursing education while the constructivist theory will be applied mostly during theoretical instruction. Therefore, the student's experience during the programme will feature prominently in the teaching-learning encounter. Experiential learning allows for practical and valid assessment methodologies for assessing what the student has learnt from a previous or current experience. Reflection is an important concept in this specific theory that will allow students to grasp the meaning of their clinical and classroom experiences. The model provides an interaction between the student and others that results in the ability to critically examine nursing issues. The constructivist teaching is based on the belief that learning occurs while learners are actively involved in a process of learning, meaning and knowledge construction as opposed to passively receiving information.

A student-centered approach, applying adult education principles that are characterized by: self-directed learning; problem-based learning; fieldwork and projects; lectures; individual and group activities; as well as discussion groups.

In line with the philosophical and theoretical underpinnings of the curriculum, teaching strategies that promote active learning, problem-solving, and critical thinking will be used. These include small group discussions, class presentations, role plays, debates, and lectures. For clinical nursing education, there will be demonstrations, reflective sessions, case studies, and nursing rounds.

The degree will be offered in collaboration with the other faculties within the university.

Qualification Structure

YEAR 1				
Semester 1				
Course Title	Course Code	Hours	Credit	NQF Level
Introduction to the philosophy of care	IPC41US	2	6	4
Introduction to IT for nursing practitioners	ITN51US	2	8	5
Communication Skills	GCS41US	2	6	4
Semester 2				
Course Title	Course Code	Hours	Credit	NQF level
Introduction Midwifery	IMW41US	2	6	4
Introduction Psychology for nurses	IPS51US	2	8	5
Critical Thinking Skills	CTS51US	2	6	4
Year courses				
Course Title	Course Code	Hours	Credit	NQF level
Nursing Science I: Foundations of Nursing	FNU51UY	3	16	5
Community Health Nursing: Health, Development and Primary Health Care	CMI41UY	2	16	4

Biological Sciences: Applied Anatomy and Physics	IAN51UY	3	16	5
Clinical Nursing I	CNI51UY	3	16	5

Year 2				
Semester 1				
Course Title	Course Code	Hours	Credit	NQF Level
Pharmacology for nurses	PMN61US	3	10	6
Semester 2				
Course Title	Course Code	Hours	Credit	NQF Level
Microbiology for nurses	MBN61US	3	10	6
Year courses				
Course Title	Course Code	Hours	Credit	NQF Level

Nursing Science II: Medical & Surgical Nursing	MSC61UY	3	20	6
Midwifery I	MWS51UY	3	16	5
Community Health Nursing II	CHN51UY	3	16	5
Biological Sciences: Applied Physiology and Biochemistry	BPB61UY	3	20	6
Clinical Nursing II	CLN61UY	3	20	6

Year 3				
Year courses				
Course Title	Course Code	Hours	Credit	NQF Level
Nursing Science III: Medical & Surgical Nursing	NMS71UY	4	24	7
Midwifery II	MWS61UY	4	20	6
Community Health Nursing III	CHN61UY	4	20	6
Health Research Methods	RMH71UY	4	24	7
Clinical Nursing III	CLN71UY	4	24	7
Mental Health	MHN71UY	4	24	7

Year 4				
Year courses				
Course Title	Course Code	Hours	Credit	NQF Level
Nursing Science IV: Specialized Units	NSS81UY	4	24	8
Midwifery Science III	MWS71UY	4	24	7
Professional Practice & Ethics	PPE81UY	4	24	8
Research Project	HRR81UY	4	24	8
Health Service Management (Unit Level)	HSM81UY	4	24	8

Clinical Nursing IV	CLN81UY	4	24	8
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CERTIFICATE IN PHARMACIST ASSISTANT (NQFLEVEL 5)

Rationale

The Qualification in Pharmacist's Assistant is developed to provide optimal pharmaceutical care and services to the Namibian society. Since sufficient and efficient human resources are needed, as outlined in the Development Plan VET Sector (2016-2020), the pharmacist assistant has been identified as one of the categories of human resources that are needed to assist the qualified pharmacist in his or her role. The pharmacist's assistant executes procedures and activities within their scope of practice according to the Pharmacy Act No. 9 of 2004.

The qualification is intended for persons who wish to pursue careers in the public and private pharmaceutical industry in Namibia.

Purpose

The qualification is aimed at grade 12 and mature-age learners already employed full-time by a pharmacy and are willing to continue their education and training in the field of pharmacy. The pharmacist's assistant has been identified as one of the key priority areas for training in Namibia. The Skills Development Plan for the VET Sector (2016-2020) conducted by the Namibian Training Authority highlights the need for capacity building in the pharmaceutical industry to promote competency in the field of pharmacy.

Competence in all areas of the pharmaceutical industry is becoming increasingly specialised as well as professional. Therefore, the content of this qualification has been developed in consultation with the Pharmacy Council of Namibia, Pharmaceutical Council of Namibia and other pharmaceutical stakeholders to confirm that the content is appropriate

and consistent with current practice. Upon completion of the certificate, the student will be able to register as a pharmacist's assistant with the Pharmacy Council of Namibia.

Qualification duration

It is a one-year course that will be offered for over two years.

Outcomes for the whole qualification

Holders of this qualification are able to:

- Demonstrate an understanding of the basic fundamental concepts, theories and frameworks of the pharmaceutical sector in Namibia;
- Integrate knowledge of pharmacy to assist with the manufacturing of non-sterile scheduled substances according to a formula and standard operating procedures approved by the responsible pharmacist
- Implement the distribution and control of stock for schedule 1 to 4 medicines or other scheduled substances
- Communicate effectively with patients, clients and supervisors by using correct pharmaceutical vocabulary
- Provide information to individuals to promote health
- Practice pharmacy within the ethical and moral codes of the profession and the legal framework of the Pharmacy Act No. 9 2004.

Credit system

Reference is made to the internationally acceptable formula: one (1) credit equates to ten (10) notional hours (learning). The general

guidelines for teaching and learning time per subject are as follows:

Lectures - tutorial support that includes feedback on assignments,

Self-directed learning - working through study material completing assignments and working on the internet to undertake further reading.

Practicals - working in the pharmacy under the supervision of the tutor dealing with all the aspects of medication prescriptions, client care, mixing of substances, stock control, and customer care.

Assessments - formative and summative assessments on assignments in theory and practice

Articulation possibilities

Certificate in Pharmacist's Assistant level 5 can grant admission to the Diploma in Pharmaceutical Technician, NQF level 6 or higher and, where applicable, move into other existing professional pharmacy-related qualifications.

Credit transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or other qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation or recognition of prior learning.

To be awarded these credits, IUM will need to assess the courses or combinations of courses as equivalent to IUM courses.

Special Arrangements

The qualification will be offered by IUM and the Pharmaceutical Society of Namibia through a cooperative agreement.

Assessment and Assessment Strategies

Assessment

Continuous assessment is done for each module. This will come from activities and evaluations undertaken by the student during the study period. Students must at least score 50%. If the continuous assessment mark is below 50% the student is not yet competent and has to rewrite and repeat activities of the specific module until competent (50%).

Final examination

There will be one final examination. A summative assessment will be done after the completion of each module. The pass mark for a module is 50%. Students must pass all the modules before the certificate can be awarded.

Assessment tools

Different assessment tools will be used to assess the students – for example, assignments, simulated situations, written and oral tests, demonstrations and portfolio compilation. The pharmacist tutor will guide students. The main lecturer will provide online support to students during this time. A tutor pharmacist is a registered pharmacist who is registered with the Pharmacy Council as such.

Modes of teaching and learning

The course will be offered full-time on a block release system approach. Theoretical teaching will be done on a block system. During the block time, the teaching and learning processes will take place through lecturers, tutorial sessions and activities, group discussions, role play, demonstrations, case studies and simulation. After a block session

the students will go back to their workplace(pharmacy) and under the supervision of a registered pharmacist (tutor) do their practicals. The theoretical and practical part of the course will be done with the assistance of the Pharmaceutical Society.

Quality Assurance Requirement

Commitment is made to ensure that the courses remain relevant and current and provide students with high-quality teaching and learning experiences. An effort is made to ensure meeting the course quality assurance requirements and is a continuous process through incorporates regular monitoring, review, benchmarking and improvement. An external evaluator will periodically evaluate the qualification in terms of course content, teaching methods, course resources and assessments.

CURRICULUM STRUCTURE

The curriculum for the Certificate in Pharmacist’s Assistant is a two-year course that will be offered over a maximum period of three years. Eight modules will be covered in year one and nine modules will be covered in year two. The total number of credits for the certificate is 262.

YEAR 1:

YEAR 1:					
Mod NR	Module/Course title	Subject codes	Outcomes of learning	NQF Lev-el	Cred its
SESSION 1					
Hand out (Booklet): Introduction to pharmacy and pharmaceutical concepts and terms					

1	Health Promotion I	PHH40US	Health promotion in the Namibian context	4	5
2	Pharmacy Ethics & Legal Compliance	PEL40US	Apply ethical and legally compliant behaviour in pharmaceutical and health environments	4	10
SESSION 2					
3	Pharmaceutical Supply Chain I	CSV40US	Sell products or services to clients in a pharmacy	4	24
			Resolve customer queries / complaints		
			Take orders from customers		
SESSION 3					
4	Pharmaceutical Supply Chain II	PSC40US	Order and reconcile pharmaceutical stock	4	34

			Receive, count, and store pharmacy stock		
			Pack pharmaceutical products		
			Monitor, handle, and dispatch pharmacy stock		
			Display products in a pharmacy		

SESSION 4

5	Health Information Management System	ICM40US	Use electronic mail to send and receive messages	4	6
			Use a Graphical User Interface (GUI)-based web browser to search the Internet		

6	Basic Pharmaceutical Chemistry	BPC4OUS	Basics of Inorganic, Physical and Organic Chemistry, and Medicine Quality Control - Analytical Chemistry	4	28
			Medicine Stability and Active Pharmaceutical Ingredients		
			Fundamental Pharmaceutics		
SESSION 5					
7	Self-enrichment Skills	PPV4OUS	Prioritise time and work for self and team	4	10
			Apply problem-solving techniques to make a decision or solve a problem in a real-life context		

			Create, maintain, and update record keeping systems		
SESSION 6					
8	Pharmaceutics	PMF40US	Compound, manipulate, prepare, and pack pharmaceutical products	4	20
			Define concepts and terminology related to large-scale pharmaceutical manufacturing		
			Describe the basic principles of the pharmaceutics phase during medicine administration		
Total credits for year					137

YEAR 2:

Module number	Module/Course title	Subject codes	Outcomes of learning	NQF Level	Credits
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SESSION 7

9	Introduction to Health Research	CMP5OUS	Collection of information for research purposes	5	5
			Organisation of information for research purposes		
10	English for communication	EFC5OUS	Use language and communication in occupational learning programs	5	5
11	Pharmaceutical Calculations	PCS5OUS	Basic calculations relevant to the practice of pharmacy and the pharmacy business setting	5	12

SESSION 8

12	Health Promotion II	WPS50US	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sector, own organization, and specific workplace	5	19
			Provide risk-based primary emergency care/first aid in the workplace		
			Apply safety, health & environmental principles, and procedures in the workplace		
			Apply technical knowledge and skill to manage risk in occupational health and occupational hygiene		

13	Microbiology and Aseptic Production	MAP50US	Different classes of microorganisms and commonly described diseases	5	12
			Apply aseptic technique in a work environment		
SESSION 9					
14	Basic Anatomy and Physiology	BAP50US	Define Anatomy and Physiology and its basic terminology.	5	16
			Identify main body structures compose human body.		
			List the functions of the main body structures compose human body.		
			Outline physiological functions of the main components of each major system of the human body.		
15	Pharmacology and Toxicology	PDP50US	Basic Pharmaceutical and Pharmacological Principles	5	15

			Demonstrate knowledge and understanding of basic toxicological principles		
SESSION 10					
16	Clinical Pharmacy	CPP50US	Identify common conditions and ailments and provide information relating to health and medicine	5	20
			Educate and work closely with the community with regard to STIs including HIV/AIDS		
SESSION 11					
17	Health Promotion III	CMP50US	Interact with clients in a health and pharmaceutical environment	5	21
			Issue prescribed medicines to a patient		
Total credits for the year					125

DEPARTMENT OF PUBLIC HEALTH AND WELLNESS STUDIES

CERTIFICATE IN HEALTH AND WELLNESS STUDIES (NQF LEVEL 5)

	Compulsory	Elective
Level 4 credits:	20	-
Level 5 credits:	100	-
Minimum total credits required:	120	-

Rationale

The Certificate in Health and Wellness Studies (Level 5) has been developed and reviewed in response to the need for a healthy Namibian nation as envisaged in Vision 2030. The reviewed qualification offers a selection of competitive courses that recognise the global context of health and wellness; including Health Counselling, Occupational Health and Safety, and aspects of Health and Wellness. The qualification aims at promoting healthy lifestyles and wellbeing, through effective health and wellness programmes at all levels of the learning process. It uses a variety of teaching strategies to prepare students for dynamic roles in leading and managing transformative change in the health industry

Purpose

The purpose of this qualification is to train students to acquire professional knowledge and skills in healthy lifestyles. This qualification enables the students to learn the fundamental principles, concepts, and skills applied to health education, health promotion, and disease prevention. Students are further introduced to core broad concepts of Anatomy & Physiology, Health Counselling, Effective Communication, Occupational Health and all basic skills required in assisting and coordinating employee health and wellness programmes. Hence possible careers include health

administrator, supporting staff and assisting health and wellness officers.

Admission requirements

Students will be admitted to this qualification if they hold a Namibian Senior Secondary Certificate Ordinary and Advance Subsidiary level (NSSCO/AS) with a minimum of 20 points and pass five subjects with a minimum of E in English. Students may also enter through mature age entry/prior learning with three years of relevant work experience supported by a letter from employers in a Health and Wellness related sector. The mature age-entry student must sit for an entrance examination.

Qualification duration

The study period for the programme is a minimum of 1 year and a maximum of 2 years. The programme comprises 2 semesters, i.e. two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Outcomes for the whole Qualification

Holders of this qualification are able to:

- Implement individual components of health and wellness programmes.
- Discuss and determine appropriate solutions to operational problems in programme management.
- Assess Health and Wellness systems and programmes using basic analytical methods.
- Promote healthy lifestyles and health care programmes.

Articulation

Vertically, The Certificate of Health and Wellness grants admission to

the Diploma of Health and Wellness. Interfaculty students can apply for approval with the Deans of other Faculties for assessment to gain admission to any Diploma programme. Horizontally, students may, where applicable, move into existing or new related Certificate qualifications. IUM courses articulate from qualification to qualification as per the statement in the course contents. The IUM will decide if and how coursework from qualifications from other institutions will articulate with IUM courses. Appeals may be submitted to the Senate. This Certificate of Health and Wellness Studies (Level 5) will be articulated to the Diploma of Health and Wellness Studies (Level 6).

Credit transfer

Credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements. Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit

Assessment

- **Coursework/Continuous assessment**

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student during the study period. Students must score at least 50% in each course /course coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

- **Final examinations**

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

- **Supplementary examinations**

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 50% of the courses or credits.

Teaching methods/strategies

The delivery methods for this qualification comprise of full-time and blended learning. The following are the methods of delivery: Face-to-face, Flipped Classroom, Design Thinking (Case Method), Self-learning, Social Media and Online Learning Tools.

Qualification structure

YEAR 1 (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Mathematics		100	5	10
Communication Skills		100	5	10
Basic IT Skills		100	5	10
Applied English Language Skills		100	4	10
Critical Thinking Skills		100	5	10

Introduction to Entrepreneurship		100	4	10
SEMESTER 2 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Introduction to Health and Wellness		120	5	12
Introduction to Counselling		120	5	12
Introduction to Occupational Health and Safety		120	5	12
YEAR COURSE				
Anatomy and Physiology		240	5	24
Total years, hours and credits		1200		120

DIPLOMA IN HEALTH AND WELLNESS STUDIES (NQF LEVEL 6)

	Compulsory	Elective
Level 5 credits:	58	-
Level 6 credits:	130	-
Minimum total credits required:	188	-

Rationale

The Diploma in Health and Wellness Studies (Level 6) has been developed and reviewed in response to the need for a healthy Namibian nation as envisaged in Vision 2030. The qualification aims at promoting healthy lifestyles and wellbeing, through effective health and wellness programmes at all levels in the health industry. The reviewed qualification offers students the opportunity to undertake a general study of the theory and practice of health and wellness, counselling and occupational

health and safety

Purpose

The main purpose of the Diploma in Health and Wellness Studies (Level 6) is to train students to be able to analyze, arrange and evaluate information related to disciplines that holistically integrate strategies in promoting the health and well-being of individuals and groups. Furthermore, this qualification has the purpose of delivering a comprehensive understanding and application of preventative health and wellness approaches within a culturally diverse society. This qualification aims to include a variety of occupations within the corporate and community contexts such as of a senior health administrator, supporting staff and health and wellness officer.

Admission requirements

Students who meet the requirements should be holders of a Certificate of Health and Wellness Studies (Level 5) or equivalent qualification. This qualification is a stand-alone Diploma in Health and Wellness Studies. Graduates of the qualification will be able to apply for entry into any qualification in Health and Wellness Studies at NQF Level 7 at IUM or any other institution.

Qualification duration

The study period for the programme is a minimum of 2 Year and a maximum of 3 Years. The programme comprises 2 semesters, i.e. two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Outcomes for the whole Qualification

Holders of this qualification are able to:

- Demonstrate knowledge and skills regarding Health and Wellness policies in Government, non-government and private organizations by facilitating education and information sessions on health and wellness in the workplace and at the community level.
- Explain the concepts of Occupational Health and Safety promotion and practice in relation to current needs and initiatives.
- Develop the ability towards self-awareness and skills required for Wellness Counselling by application of theoretical and evidence-based tools and techniques during employee counselling sessions.
- Recognize the importance of project management and the ability to interpret the stages as well as apply project management skills.
- Demonstrate the importance of foundational knowledge of entrepreneurship and innovation, including the role of innovation and entrepreneurship in growth and wealth creation, team building as well as customer development concepts.

Articulation

Vertically, the Diploma of Health and Wellness Studies (Level 6) grants admission to Bachelor of Health and Wellness Studies at NQF Level 7 and/or any qualification at NQF Level 7. These students can also apply at other institutions for entering into Bachelor programmes at NQF Level 7. Horizontally, students may, where applicable, and be moved into existing or new related Diploma programmes

Credit transfer

Credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements.

Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

Assessment

- **Coursework/Continuous assessment**

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student during the study period. Students must score at least 50% in each course /course coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

- **Final examinations**

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

- **Supplementary examinations**

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 50% of the courses or credits.

Teaching methods/strategies

The delivery methods for this qualification comprise of full-time and blended learning. The following are the methods of delivery by Face-to-face, Flipped Classroom, Design Thinking (Case Method), Self-learning, Social Media and Online Learning Tools.

Qualification structure

YEAR 1 (92 credits)				
Semester 1				
Course Title	Course Code	Hours	NQF Level	Credits
Management Communications		100	6	10
Marketing of Health and Wellness		100	5	10
Year Courses				
Integrated Wellness Counselling		240	6	24
Occupational Health and Safety I		240	5	24
Health and Wellness Studies I		240	5	24
				92
YEAR 2 (96 credits)				
SEMESTER 1				
Course Title	Course Code	Hours	NQF Level	Credits
Home Based Care		120	6	12
Intermediate Entrepreneurship and Innovation		120	6	12
Project Management in Health		120	6	12
Nutrition		120	6	12
SEMESTER 2				
Course Title	Course Code	Hours	NQF Level	Credits

Year courses				
Health and Wellness Studies II		240	6	24
Occupational Health and Safety II		240	6	24
				96
Total Credits		1880		188

BACHELOR OF HEALTH AND WELLNESS STUDIES (NQF LEVEL 7)

Rationale

The Bachelor of Health and Wellness Studies has been developed to contribute to the alleviation of the identified shortage of life science, health and wellness professionals as indicated in the National Resource Plan for 2010-2025. The qualification will thus complement government efforts in the provision of professional health and wellness practitioners.

Purpose

The purpose of the Bachelor of Health and Wellness Studies qualification is to develop long-term changes in healthy lifestyles for all citizens, and to improve the patient's behaviour by alleviating the impact of lifestyle diseases. The qualification is designed for health care providers and people who want to equip themselves with further knowledge and skills in health and wellness studies, as well as management. The qualification equips candidates with the ability and skills to evaluate various concepts of health, wellness, counselling and ethics. The possible careers upon completion include Health promotion specialist, Occupational Health and Safety (OHS) assistant/coordinator, corporate wellness coach and Health and Wellness researcher.

Admission requirements

Students will be admitted to this qualification if they are holders of the Diploma in Health and Wellness Studies (level 6).

Or

Students will be admitted to this qualification if they hold a Namibian Senior Secondary Certificate Ordinary and Advance Subsidiary level (NSSCO/AS) with a minimum of 25 points and pass five subjects with a minimum of D in English. Students may also enter through mature age entry / prior learning with three years of relevant work experience supported by a letter from employers in a Health and Wellness related sector. The mature age-entry student must sit for an entrance examination.

Qualification duration

The study period for the programme is a minimum of 3 years and a maximum of 4 years. The programme comprises 2 semesters, i.e. two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Outcomes for the whole Qualification

Holders of this qualification are able to:

- Assess institutional needs and design health promotion and wellness programmes.
- Implement and manage health promotion and wellness programmes.
- Evaluate private and public health care policies.
- Develop a policy for effective service provision in public and private health care services.

- Design and implement public relations programmes for health promotion.

Articulation

The holder of this qualification will articulate to Bachelor of Health and Wellness studies Honours or any related qualification at NQF level 8.

Credit transfer

Credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements. Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

Assessment

- **Coursework/Continuous assessment**

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student during the study period. Students must score at least 50% in each course /course coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

- **Final examinations**

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

- **Supplementary examinations**

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 50% of the courses or credits.

Teaching methods/strategies

The delivery methods for this qualification comprise full-time and blended learning. The following are the methods of delivery: Face-to-face, Flipped Classroom, Design Thinking (Case Method), Self-learning, Social Media and Online Learning Tools.

Qualification structure

YEAR 1 (106 credits)				
<u>SEMESTER 1</u>				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Mathematics		100	5	10
Basic IT Skills		100	5	10
Applied English Language Skills		100	4	10
Introduction to Entrepreneurship		100	4	10
Critical Thinking Skills		100	5	10
Communication Skills		100	5	10
SEMESTER 2				

Course Title	Course Code	Hours	NQF Level	Credits
Introduction of Mental Health		120	5	12
Marketing of Health and Wellness		100	5	10
Introduction to Counseling		120	5	12
YEARS COURSES				
Health and Wellness Studies I		240	5	24
Occupational Health and Safety I		240	5	24
Anatomy and Physiology		240	5	24

YEAR 2 (120 credits)				
SEMESTER 1				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Project Management in Health		120	6	12
Nutrition		120	6	12

SEMESTER 2				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Home Based Care		120	6	12
YEAR COURSES				
Health and Wellness Studies II		240	6	24
Integrated Wellness Counseling		240	6	24

Occupational Health and Safety II		240	6	24
		1108		108
YEAR 3 (132 credits)				
SEMESTER 1				
Course Title	Course Code	Hours	NQF Level	Credits
Professional Ethics		120	7	12
SEMESTER 2				
Course Title	Course Code	Hours	NQF Level	Credits
Internship		300	7	30
YEAR COURSES				
Health and Wellness Studies III		240	7	24
Health and Wellness Management		240	7	24
Occupational Health and safety III		240	7	24
Research Methodology		200	7	20
		1340		134
		4080		408

BACHELOR OF HEALTH AND WELLNESS STUDIES HONOURS (NQF LEVEL 8)

	Compulsory	Elective
Level 8 credits:	120	-
Minimum total credits required:	120	-

Rationale

Bachelor of Health and Wellness Studies Honours has been developed in response to the need for a healthy Namibian nation and the “Strengthening of the School Health Programme in Namibia” (2012-2015). The qualification addresses the need for improved management skills throughout all levels of Health and Wellness whether public or private. In doing so, it meets the immediate needs of the Health and Wellness sector of providing quality services to all Namibians. Over the long term, a cadre of qualified managers in Health and Wellness will assist in reaching the Vision 2030 goal of health for all.

Purpose

The Bachelor of Health and Wellness Studies Honours is designed for healthcare providers and people who want to equip themselves with the skills required to build and design health and wellness promotion projects. It, therefore, provides an avenue for candidates to assess and evaluate healthcare topics in greater depth and detail. This qualification addresses the need for improved management skills throughout all levels of Health and Wellness whether public or private in planning and implementing health care policies. Graduates will not only have a practical hands-on approach, competency and proficiency but also discover new trends and developments in the health and wellness sector through the research expertise to be acquired in this qualification. Areas of employment following graduation from this programme include, but are not limited to wellness coaching, health and wellness consultant, wellness coordinator, medical case management at community health centres, consumer advocacy organisations, health counselling practices, insurance companies, and rehabilitation centres. Graduates may be employed in the Government, Non-Government and private sectors in the capacity of Health and Wellness officers, Occupational Health and Safety officers and researchers.

Admission requirements

Applicants must be holders of a Bachelor of Health and Wellness Studies degree at NQF Level 7 or equivalent.

Qualification duration

The study period for the programme will be a minimum of 1 year and a maximum 2 years.

The programme comprises of two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Outcomes for whole Qualification

Holders of this qualification are able to:

- Interpret the needs, assets and capacity for health and wellness education programmes in community-based settings.
- Implement health and wellness programmes to diverse populations of health care consumers.
- Apply evidence-based practice and research methods to health and wellness activities.
- Design health education programmes that focus on multicultural and diverse populations.
- Execute planned health and wellness programmes.

Articulation

The holders of this qualification will articulate to a Master's degree or any qualification at NQF Level 9.

Credit transfer

Credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements. Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit. The IUM reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

- **Coursework/Continuous assessment**

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student during study period. Students must score at least 50% in each course / course coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

- **Final examinations**

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

- **Supplementary examinations**

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 50% of the courses or credits.

Teaching methods/strategies

The delivery methods for this qualification comprises of full-time and blended learning. The following are the methods of delivery by Face-to-face, Flipped Classroom, Design Thinking (Case Method), Self-learning, Social Media and Online Learning Tools.

Qualification structure

Course Title	Course Code	Hours	NQF Level	Credits
Semester 1				
Health Education Practice		120	8	16
Semester 2				
Strategic Management in Health and Wellness		120	8	16
Applied Entrepreneurship Management		100	8	10
Year courses				
Public Relations for Health and Wellness		240	8	24
Research Project		320	8	30
Health Information Promotion		240	8	24
Total Credits Required		1200		120

**FACULTY OF INFORMATION AND COMMUNICATION
TECHNOLOGY**

DEPARTMENT OF INFORMATION SYSTEMS AND SOFTWARE DEVELOPMENT

CERTIFICATE IN BUSINESS INFORMATION SYSTEMS (NQF LEVEL 5)

	Compulsory	Elective
Level 4 credits:	30	-
Level 5 Credits	90	-
Minimum total credits required:	120	-

Rationale

The Government of the Republic of Namibia (GRN) adopted a long-term perspective plan namely Vision 2030. This national economic blueprint serves as a basis for planning Namibia's future. Vision 2030 envisages Namibia transitioning into an industrialized and globally competitive country of equal opportunity, realizing its maximum growth potential sustainably, with improved quality of life for everyone (Vision 2030 Document, pages 15, 23, 33, 44). To achieve this goal, Namibia needs to develop human capital as well as institutional capacity to train people needed to meet the envisaged demand of the Namibian technological-based economy. Developing human capital, especially in information technology is not the sole responsibility of government. The corporate world, both private and public, has a social responsibility to complement government efforts in the development of the requisite information technology skills for a knowledge-driven society. The IUM Vision (to encourage and develop an African cadre of men and women who can operate at international standards in business) dovetails perfectly into Vision 2030 on the development of IT skilled human capital, (Vision 2030 - pages 10, 11, 13, 15, 22, 23, 32, 33, 38, 41, 42, 44 and 49) and (National Human Resource Plan - pages 3, 52, 60, 64) of the Government of the Republic of Namibia.

Therefore, the Certificate in Business Information Systems Qualification is designed to address the information technology challenges affecting Namibia and the region. Namibia suffers a shortage of well-trained computer specialists and as the Information Technology (IT) industry

continues with its rapid growth, so does that shortage become greater. The growth requires certain skills and competences in information technology. The qualification is motivated by the increasingly critical role of information systems within organizations which has created a demand for graduates who are knowledgeable about both information systems and business.

The Certificate in Business Information Systems (level 5) addresses the shortage of IT experts nationally and regionally. With the availability of such expertise in Namibia, outsourcing computer software from other countries will be eliminated. Stakeholders confirmed the need and relevance of this qualification.

Purpose

Information is the currency of the future. Our community desperately needs people who understand the business world, and who at the same time excel in applying information technology to produce desirable outcomes. This qualification will equip the students with the essential tools and proven techniques – including business as well as IT skills specialising in the development of software that can help solve specific problems technically to spearhead major developmental initiatives and create cultures of innovation and engagement.

The course is designed to give students a competitive advantage in pursuing a career in business or IT based on the blending of technological and business competencies. This course will help students to understand development concepts and professional issues relevant to business information systems. The main purpose of this course is to bring an integration of Information Systems in the Business Environment with management issues.

By the time the graduates have completed this degree qualification, their acquired knowledge of computer systems and management will enable them to analyse, design and implement information systems solutions in a wide range of real-world managerial problems. They will be able to recognize the multidisciplinary nature of information systems, be familiar with information system architecture and be able to evaluate information system effectiveness in a business enterprise. By the end of this qualification, graduates will be well-equipped to deal with the challenges of developing, implementing, maintaining and managing information systems. In addition, they will also be able to recognise and

understand, from a local, regional and global standpoint the problems associated with business information systems management, and will be able to identify problems and develop a range of short-term, mid-term and long-term solutions, as well as to effect change, sensitive to the local situation.

Admission Requirements

To be admitted to this qualification, a candidate must have a Namibia Senior Secondary Certificate Ordinary (NSSCO) Level or Namibia Senior Secondary Certificate Advance Subsidiary (NSSCAS) Level with a minimum of 20 points in the best five subjects (including English minimum D and Mathematics E) on the IUM scale or equivalent qualification(s).

- i. A recognised qualification at NQF level 4 or equivalent, mature age entry as stipulated in GR 4.1.1 of IUM, provided that they:
 - are 25 Years old or over in the year in which admission is sought;
 - have at least 3 years of working experience;
 - must have a passed grade 10.
- ii. The equivalence of any of the above as determined by the University Senate.

Qualification Duration

The study period for the programme is:

Minimum: 1 year and a Maximum: 2 Years.

The qualification comprises a minimum of two (2) semesters, i.e. two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Outcomes of the whole Qualification

Holders of this qualification are able to:

- Demonstrate an understanding of information systems and computer Technologies.

- Demonstrate an understanding of Information Technology systems in terms of architecture, Function, operation, and business value.
- Demonstrate the analytical skills which lead to understanding of system design, hardware and software design to improve the business performances and problem solving in the field of IT.
- Display and show an understanding of integrating technology into business.
- Demonstrate entrepreneurial skills which leads to starting a business by recognizing the basics opportunity discovery, value proposition, prototyping, competition analysis and early customer insights.
- Demonstrate responsible, resourceful, and professional behaviour as demanded by industry.

Award of the qualification

This qualification will be awarded to people credited with 120 credits. All 120 credits are from compulsory subjects. Candidates will be eligible for the appropriate qualification when they have passed all the required courses specified in the relevant programme regulations and have fulfilled any additional requirements stipulated in the IUM student policies.

Articulation

Vertical articulation, Certificate in Business Information Systems (Level 5) grants admission to a Diploma in Business Information Systems (Level 6). Interfaculty students can apply for approval with the Deans of other Faculties for assessment to gain admission to any Diploma in a related field. Horizontally, students may, where applicable, move into existing new related diplomas with approval by DEANS and HODs.

Credit transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation,

recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses.

The awarded credits are governed by the IUM Certificate program rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credits will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements.

Coursework will be evaluated for its current relevance and may not transfer if the material is outdated more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting.

Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in degree qualification.

Credits earned at IUM are also transferable to other institutions of higher learning.

Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgment of the IUM on this question shall be final.

The IUM reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Special assessment arrangements are based on the following:

Tests, assignments, group works and practical and written examinations will be used to assess the students. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course/coursework to qualify to sit for the final examinations. This means that a student whose continuous assessment mark is below 50%, fails the course.

Both Formative and Summative assessment techniques are used.

Formative assessment techniques are used to monitor student learning during the learning process. The feedback gathered is used to identify areas where students are struggling so that instructors can adjust their teaching and students can adjust their studying.

Summative assessment techniques are used to evaluate student learning. These assessments are appreciated at the end of a course to measure the extent to which students have achieved the desired learning outcomes. The major components of this technique are:

- Exams. This includes final exams and tests at the end of course units.
- Papers, projects, and presentations. These give students the chance to go deeper with the material to put the knowledge they have acquired to use or create something new from it.
- Portfolios. These give students a chance to spell out the concepts or techniques used with each course, the themes addressed, and hurdles faced so as to bring a sense of completion to the learning process.

Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student during study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment

mark is below 50%, fails the course.

Final Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

Teaching methods/strategies

The delivery methods for this qualification comprising full-time and part-time learning modes.

The following are the methods of delivery: Face-to-face; Flipped Classroom; Design Thinking (Case Method); Self-learning, Social Media; and Online Learning Tools.

In addition to delivery methods, courses of this qualification will be conducted in the following form: Information Technology courses shall be delivered in the form of lecturing, seminars tutorials and practicals in the laboratories (where applicable) and non-Information Technology subjects shall be delivered in the form of lecturing, seminars tutorials.

Certificate (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Applied English Language Skills	AEL40US	100	4	10
Fundamentals of Computer Systems and Architecture	CAR50US	100	5	10

Principles of Computer Programming	CPR50US	100	5	10
Basic IT Skills	BIT41US	100	5	10
Mathematics	MTH51US	100	5	10
Introduction to Entrepreneurship	IEN40US	100	4	10
SEMESTER 2 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Communication Skills	CGS41US	100	5	10
Systems Analysis	SYA51US	100	5	10
PC Maintenance	PCP51US	100	5	10
Programming with C++	PCP50US	100	5	10
Principles of Management	POM50US	100	4	10
Financial Accounting 1	FAC51US	100	5	10

DIPLOMA IN BUSINESS INFORMATION SYSTEMS (NQF LEVEL 6)

	Compulsory	Elective
Level 5 credits:	30	-
Level 6 credits:	168	-
Level 7 credits:	44	-
Minimum total credits required:	242	-

Rationale

With a global and regional shortage of skilled people in information and communications technology, this qualification was designed in response to strong industry demand, this course aims to give a thorough understanding of information technology tools and specialist knowledge in management, marketing or accounting. It offers the opportunity to develop a mixture of skills in the two complementary areas of information systems and business.

Studying Business Information Systems will equip students to develop creative and innovative solutions to problems in government, businesses and non-profit organisations.

The IUM Diploma in Business Information Systems was designed to address the information technology challenges affecting Namibia and the region. Namibia is a fast-growing technologically-based economy. The growth requires certain skills and competencies in information technology.

The Government of the Republic of Namibia (GRN) adopted a long-term perspective plan namely Vision 2030. This national economic blue print serves as a basis for planning Namibia's future. Vision 2030 envisages Namibia transitioning into an industrialized and globally competitive country of equal opportunity, realizing its maximum growth potential sustainably, with improved quality of life for everyone. To achieve this goal, Namibia needs to develop human capital as well as institutional capacity to train people needed to meet the envisaged demand of the Namibian technological-based economy. Developing human capital, especially in information technology is not the sole responsibility

of government. The corporate world, both private and public, has a social responsibility to complement government efforts in the development of the requisite information technology skills for a knowledge-driven society. The IUM Vision (to encourage and develop an African cadre of men and women who can operate at international standards in business) dovetails perfectly into Vision 2030 on the development of IT skilled human capital (Vision 2030 document, pages 15, 23, 33, 44).

Purpose

Information is the currency of the future. Our community desperately needs people who understand the business world, and who at the same time excel in applying information technology to produce desirable outcomes. This qualification will equip the students with the essential tools and proven techniques – including business as well as IT skills specialising in the development of software that can help solve specific problems technically to spearhead major developmental initiatives and create cultures of innovation and engagement. The course will provide students with broad business-oriented knowledge and indispensable IT-oriented skills.

This qualification is designed to give students a competitive advantage in pursuing a career in business or IT based on the blending of technological and business competencies. This qualification will help students to understand development concepts and professional issues relevant to business information systems. The main purpose of this qualification is to bring an integration of Information Systems in the Business Environment with management issues. Thus, this qualification will focus on training information system managers who will understand e-commerce and IT trends.

Admission Requirements

To be admitted to the Diploma in Business Information Systems, the candidate must hold an IUM Certificate in Business Information Systems; or, equivalent certificate qualification at level 5 from other recognised institution(s). The equivalent of the above as determined by the University Senate

Qualification Duration

The study period for the programme is:

Minimum: 2 Year Maximum: 4 Years.

The qualification comprises a minimum of two (2) semesters in the academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Outcomes of the whole Qualification

Holders of this qualification are able to:

- Demonstrate an understanding of the theory and methods of object-oriented modelling and the fundamentals of object-oriented development process models.
- Apply business intelligence techniques to analyse data to understand and improve business performance and Design and create usable and attractive dynamic websites.
- Demonstrate understanding, entrepreneurship and innovation skills by applying models and theories of entrepreneurship in real-life IT business environment.
- Demonstrate an understanding of information systems in relation to financial accounting theories within the prescribed international and local legal framework.
- Explain basic concepts and ethical dimensions of research methods and theories associated with project management.
- Demonstrate an understanding of mathematical and statistical theories and terminologies and its application in real life situations

Award of the qualification

This qualification will be awarded to people credited with 242 credits. All 242 credits are from compulsory subjects.

Articulation

After completing this qualification, students may articulate to a Bachelor of Science in Information Systems

Credit transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses.

The awarded credits are governed by the IUM degree programme rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; if the courses were equivalent to courses offered at IUM, or compatible with Namibia Qualifications Authority requirements.

Coursework will be evaluated for its current relevance and may not transfer if the material is outdated by more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting.

Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in degree qualification.

Credits earned at IUM are also transferable to other institutions of higher learning.

Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned

through transfer and/or exemption credit.

The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is deficient or unsatisfactory. The judgment of the IUM on this question shall be final.

The IUM reserves the right to reject transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Special assessment arrangements are based on the following:

Tests, assignments, group works and practical and written examinations will be used to assess the students. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Both Formative and Summative assessment techniques are used.

Formative assessment techniques are used to monitor student learning during the learning process. The feedback gathered is used to identify areas where students are struggling so that instructors can adjust their teaching and students can adjust their studying.

Summative assessment techniques are used to evaluate student learning. These assessments are appreciated at the end of a course to measure the extent to which students have achieved the desired learning outcomes. The major components of this technique are:

- Exams. This includes final exams and tests at the end of course units.
- Papers, projects, and presentations. These give

students the chance to go deeper with the material to put the knowledge they have acquired to use or create something new from it.

- Portfolios. These give students a chance to spell out the concepts or techniques used with each course, the themes addressed, and the hurdles faced to bring a sense of completion to the learning process.

Final Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of the results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 50% of the courses or credits.

Teaching methods/strategies

The delivery methods for this qualification comprise the full-time, part-time via blended mode (Face-to-face and online) and distance learning mode. Contact hours for distance learning mode are online encounters every week.

The following are the methods of delivery:

- Face-to-face
- Flipped Classroom
- Design Thinking (Case Method)

- Self-learning
- Social Media
- Online Learning Tools

Year 1 (120 credits)				
SEMESTER 1 (54 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Critical Thinking Skills	CTS51US	100	5	10
Object Oriented Programming with Java	JAV60US	120	6	12
Systems Design	SDE60US	100	6	10
Fundamentals of Databases	FDA60US	100	6	10
Financial Accounting II	FA260US	120	6	12
SEMESTER 2 (54 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Data Communication and Computer Networking	DNW60US	100	6	10
Advanced Databases Design	ADD70US	120	7	12
Web Development	WDE60US	120	6	12
Quantitative Methods I	QM51US	100	5	10
Operating Systems	OPS51US	100	6	10
Year Courses (12 credits)				
Research Methodology	RME71US	120	7	12

Year 2 (122 credits)				
SEMESTER 1 (44 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Management Information Systems	MIS60US	100	6	10
Introductory Engineering Calculus	ICC70US	120	6	12
Discrete Mathematics	DMT50US	100	5	10
Intermediate Entrepreneurship and Innovation	IEI60US	120	6	12
SEMESTER 2 (54 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Technical Philosophy	TPI70US	100	7	10
Project Management for ICT	PMI70US	100	7	10
Digital Marketing	DMK60US	100	6	10
Quantitative Methods II	QM261US	120	6	12
Professional Communication	PRC60US	120	6	12
Year Courses (24 credits)				
Mini Project	BIP60US	240	6	24

BACHELOR OF SCIENCE IN BUSINESS INFORMATION SYSTEMS (NQF LEVEL 7)

	Compulsory	Elective
Level 4 Credits:	20	-
Level 5 Credits:	90	-
Level 6 Credits:	88	-
Level 7 Credits:	170	-
Minimum total credits required:	368	-

Rationale

The Government of the Republic of Namibia (GRN) adopted a long-term perspective plan namely Vision 2030. This national economic blue print serves as a basis for planning Namibia's future. Vision 2030 envisages Namibia transitioning into an industrialised and globally competitive country of equal opportunity, sustainably realising its maximum growth potential, with improved quality of life for everyone. To achieve this goal, Namibia needs to develop human capital as well as institutional capacity to train people needed to meet the envisaged demand of the Namibian technological-based economy. Developing human capital, especially in information technology is not the sole responsibility of the government. The corporate world, both private and public, has a social responsibility to complement government efforts in the development of the requisite information technology skills for a knowledge-driven society. The IUM Vision (to encourage and develop an African cadre of men and women who can operate at international standards in business) dovetails perfectly into Vision 2030 on the development of IT skilled human capital, (Vision 2030; Pages 15, 23, 33, 44, 55) and also in the National Human Resource of Republic of Namibia (pages 3, 52, 60, 64).

Purpose

Namibia suffers a shortage of well-trained computer specialists and as the IT industry continues with its rapid growth so does that shortage become greater. This qualification was designed in response to strong industry demand; this qualification aims to give students a thorough understanding of information technology tools and specialist knowledge in management, marketing or accounting. It offers students the

opportunity to develop a mixture of skills in the two complementary areas of information systems and business/management.

This degree is designed to make a positive and practical contribution to hardware and software design and to improve the management of performance and problem-solving. It is concerned with the education and training of young information systems managers who can help to improve the efficiency and effectiveness of management in the private and public sectors.

By the time the graduates have successfully completed this degree qualification, their acquired knowledge of computer systems and management will enable them to analyse, design and implement information systems solutions in a wide range of real-world managerial problems. They will be able to recognize the multidisciplinary nature of information systems, be familiar with information system architecture and be able to evaluate information system effectiveness in a business enterprise.

Admission Requirements

To be admitted to this qualification, a candidate must have a Namibian Senior Secondary Certificate Ordinary (NSSCO) Level or Namibia Senior Secondary Certificate Advanced Subsidiary (NSSCAS) Level with a minimum of 25 points in the best five subjects (including English minimum D and Mathematics D) on the IUM's evaluation scale or equivalent qualification(s).

- i. A recognised qualification at NQF level 6 or equivalent mature age entry, as stipulated in GR 4.1.1, provided that they:
 - are 25 years old or over in the year in which admission is sought
 - have at least 3 years' experience
 - must have a passed grade 10 Certificate
- ii. The equivalent of any of the above as determined by the University Senate.

Qualification Duration

The study period for the qualification is:

Minimum: 3 Years; Maximum: 5 Years.

The qualification comprises of semesters. There are two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Outcomes of the whole Qualification

Holders of this qualification are able to:

- Demonstrate awareness and understanding of the main functional areas in Information Technology and the Business environment as a whole.
- Identify and troubleshoot problems related to computer software and hardware.
- Analyse existing systems in business, identify problems in the current systems and be in a position to solve such problems by developing new systems or adding functionalities to the existing ones.
- Demonstrate how to deal with the challenges of developing, implementing, maintaining and managing information systems.
- Recognize and understand, from a local and global standpoint the problems associated with business information systems management.
- Identify problems and develop a range of short-term, mid-term and long-term solutions.

Award of the qualification

This qualification will be awarded to people credited with 368 credits. All 368 credits are from compulsory subjects.

Articulation

IUM courses articulate from qualification to qualification as per the statement in the course contents. The IUM will decide if and how coursework from qualifications from other institutions will articulate with IUM courses. Appeals may be submitted to the Senate.

Vertically, a Bachelor of Business Information Systems grants admissions to Honours in Business Information Systems. Interfaculty students can apply for approval with the Deans of other Faculties for assessment to gain admission to a Bachelor's Degree.

Horizontally, students may, where applicable, move into existing or new related Information Technology fields with the approval of the faculty Deans and HoD to any related Bachelor's Degree.

Credit transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses.

The awarded credits are governed by the IUM degree program rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibia Qualifications Authority requirements.

Coursework will be evaluated for its current relevance and may not transfer if the material is outdated more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting.

Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in degree qualification.

Credits earned at IUM are also transferable to other institutions of higher learning.

Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgment of the IUM on this question shall be final.

The IUM reserves the right to reject transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Special assessment arrangements are based on the following:

Tests, assignments, group work and practical and written examinations will be used to assess the students. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Both Formative and Summative assessment techniques are used.

Formative assessment techniques are used to monitor student learning during the learning process. The feedback gathered is used to identify areas where students are struggling so that instructors can adjust their teaching and students can adjust their studying.

Summative assessment techniques are used to evaluate student learning. These assessments are appreciated at the end of a course

to measure the extent to which students have achieved the desired learning outcomes. The major components of this technique are:

- Exams. This includes final exams, and tests at the end of course units.
- Papers, projects, and presentations. These give students the chance to go deeper with the material to put the knowledge they have acquired to use or create something new from it.
- Portfolios. These give students a chance to spell out the concepts or techniques used with each course, the themes addressed, and the hurdles faced to bring a sense of completion to the learning process.

Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student during study period.

Students must score at least 50% in each course /course coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Final Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of the results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 50% of the courses or credits.

Teaching methods/strategies

The delivery methods for this qualification comprise of the full-time, part-time via blended mode (Face to face and online) and distance learning mode. Contact hours for distance learning mode are online encounters on a Weekly basis.

The following are the methods of delivery: Face-to-face, flipped classroom, design thinking (Case Method), self-learning, social media, and online learning tools.

In addition, all subjects shall be delivered in the following form

- Information Technology Subjects shall be delivered in the form of lectures, laboratories (where applicable), tutorials and seminars.
- Non-Information Technology subjects shall be delivered in the form of lectures and Seminars

YEAR 1 (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Applied English Language Skills	AEL40US	100	4	10
Basic IT Skills	BIT41US	100	5	10
Fundamentals of Computer Systems and Architecture	FCA50US	100	5	10
Introduction to Entrepreneurship	IEN40US	100	4	10
Principles of Computer Programming	CPR50US	100	5	10
Systems Analysis	SYA51US	100	5	10
SEMESTER 2 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits

Communication Skills	GCS41US	100	5	10
Data Communication and Computer Networking	DNW60US	100	6	10
Discrete Mathematics	DMT50US	100	5	10
Programming with C++	PCP50US	100	5	10
Systems Design	SDE60US	100	6	10
Operating Systems	OPS51US	100	5	10
YEAR 2 (124 Credits)				
SEMESTER 1 (56 credits)				

Course Title	Course Code	Hours	NQF Level	Credits
Business Statistics	BUS50US	100	5	10
Fundamentals of Databases	FDA60US	100	6	10
Intermediate Entrepreneurship and Innovation	IEI60US	120	6	12
Introductory Engineering Calculus	ICC70US	120	6	12
Object oriented Programming with Java	JAV61US	120	6	12
SEMESTER 2 (54 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Advanced database Design	ADD70US	120	7	12
Management Information Systems	MIS60US	100	6	10
Project Management for ICT	PMI70US	100	7	10
Technical Philosophy	TPI70US	100	7	10
Web Development	WDE60US	120	6	12

Year Course (12 credits)				
Research Methodology	RME71US	120	7	12

YEAR 3 (120 credits)				
SEMESTER 1 (72 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Advanced web Development	AWD70US	120	7	12
Business Intelligence	BIN80US	120	7	12
Business Process Reengineering	BPR70US	120	7	12
Cyber Security and Law	CSL70US	120	7	12
Programming with .Net	PWN70US	120	7	12
Applied Entrepreneurship Management	AEN80US	120	7	12
SEMESTER 2 (30 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Internship	IN370US	240	7	30
Year Courses (24 credits)				
Systems Development Project	SDP70US	240	7	24

BACHELOR OF SCIENCE IN BUSINESS INFORMATION SYSTEMS HONOURS (NQF LEVEL 8)

	Compulsory	Elective
Level 8	120	-
Minimum total credits required:	120	-

Rationale

The Government of the Republic of Namibia (GRN) adopted a long-term perspective plan namely Vision 2030. This national economic blue print serves as a basis for planning Namibia's future. Vision 2030 envisages Namibia transitioning into an industrialised and globally competitive country of equal opportunity, sustainably realising its maximum growth potential, with improved quality of life for everyone. To achieve this goal, Namibia needs to develop human capital as well as institutional capacity to train people needed to meet the envisaged demand of the Namibian technological-based economy. Developing human capital, especially in information technology is not the sole responsibility of government. The corporate world, both private and public, has a social responsibility of complementing government efforts in the development of the requisite information technology skills toward a knowledge driven society. The IUM Vision (to encourage and develop an African cadre of men and women who can operate at international standards in business) dovetails perfectly into Vision 2030 on the development of IT-skilled human capital. (Vision 2030 Pages 15, 23, 33, 44, 55).

Purpose

Namibia suffers from a shortage of well-trained computer specialists and as the IT industry continues with its rapid growth so does that shortage become greater. This qualification was designed in response to the information technology challenges affecting Namibia and the region. Namibia is a fast-growing technologically-based economy. The growth requires certain skills and competencies in information technology.

By the time the graduates have successfully completed this qualification, their acquired knowledge of computer systems and management will enable them to analyse, design and implement information systems

solutions in a wide range of real-world managerial problems. In addition, they will be able to recognise the multidisciplinary nature of information systems and be familiar with information system architecture. This qualification will enable students to deal with the challenges of developing, implementing, maintaining and managing information systems. They will also be able to recognise and understand, from a local, regional and global standpoint the problems associated with business information systems management.

Admission Requirements

To be registered for this qualification – Bachelor of Science in Business Information Systems Honours, candidates must hold a Bachelor in Business Information Systems at NQF Level 7 or any equivalent qualification from a recognized institution. The equivalent of any of the above is as determined by the university senate.

Qualification Duration

The study period for the qualification is:

Minimum: 1 Year; Maximum: 2 Years.

The qualification comprises semesters, per academic year. There are two (2) semesters. Semester 1 runs from January to June. Semester 2 runs from July to December.

Outcomes of the whole Qualification

Holders of this qualification are able to:

- Identify and troubleshoot problems related to computer software and hardware.
- Identify and analyse problems in the current systems and solve such problems by developing new systems or adding functionalities to the existing ones.
- Develop a strategic perspective and contribute to the alignment of information systems with organisational goals.
- Apply ethical and legal considerations in the design and implementation of information systems.

- Evaluate and mitigate information security risks in a business context.
- Lead and manage technology-driven initiatives in organisations and leverage emerging technologies to drive business growth.

Award of the qualification

This qualification will be awarded to people credited with 120 compulsory required credits and no electives.

Articulation

IUM courses articulate from qualification to qualification as per the statement in the course contents. The IUM will decide if and how coursework from qualifications from other institutions will articulate with IUM courses. Appeals may be submitted to the Senate.

Vertically, Bachelor of Science in Business Information Systems Honours grants admissions to a related master's degree. Interfaculty students can apply for approval with the Deans of other Faculties for assessment to gain admission to a master's degree.

Horizontally, students may, where applicable, move into existing or new related Information Technology fields with the approval of the faculty Deans and HOD to any related Bachelor Honours Degree.

Credit transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses.

The awarded credits are governed by the IUM degree program rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; if the courses were equivalent to courses offered at IUM, or if compatible with Namibia Qualifications Authority requirements.

Coursework will be evaluated for its current relevance and may not transfer if the material is outdated by more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting.

Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in degree qualification.

Credits earned at IUM are also transferable to other institutions of higher learning.

Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgment of the IUM on this question shall be final.

The IUM reserves the right to reject transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Special assessment arrangements are based on the following:

Tests, assignments, group works and practical and written examinations will be used to assess the students. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment

mark is below 50%, fails the course.

Both Formative and Summative assessment techniques are used.

Formative assessment techniques are used to monitor student learning during the learning process. The feedback gathered is used to identify areas where students are struggling so that instructors can adjust their teaching and students can adjust their studying.

Summative assessment techniques are used to evaluate student learning. These assessments are appreciated at the end of a course to measure the extent to which students have achieved the desired learning outcomes. The major components of this technique are:

- Exams. This includes final exams and tests at the end of course units.
- Papers, projects, and presentations. These give students the chance to go deeper with the material to put the knowledge they have acquired to use or create something new from it.
- Portfolios. These give students a chance to spell out the concepts or techniques used with each course, the themes addressed, and the hurdles faced to bring a sense of completion to the learning process.

Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student during the the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Final Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 50% of the courses or credits.

Research project

Each student must independently complete a 10,000 – 15,000 word research project in the last year of study and would be required to present their research findings before a faculty-selected project panel.

Teaching methods/strategies

The delivery methods for this qualification comprise of the full-time and part-time learning modes.

The following are the methods of delivery: Face-to-face; Flipped Classroom; Design Thinking (Case Method); Self-learning, Social Media; and Online Learning Tools.

In addition to delivery methods, courses of this qualification will be conducted in the following form: Information Technology courses shall be delivered in the form of lecturing, seminars tutorials and practicals in the laboratories (where applicable) and non-information Technology subjects shall be delivered in the form of lecturing, seminars tutorials.

YEAR 1 (120 credits)				
SEMESTER 1 (44 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Strategic Entrepreneurship	SEN80US	120	8	12

Computer Auditing	CPA80US	160	8	16
Advanced Computer Systems and Architecture	ACA80US	160	8	16
SEMESTER 2 (44 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Enterprise Resource Planning Systems	ERP80US	160	8	16
e-Commerce	ECM80US	160	8	16
Expert Systems	EX80US	120	8	12
Year Courses (32 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Research Project	XBI80US	320	8	32

BACHELOR OF SCIENCE IN SOFTWARE DEVELOPMENT (NQF LEVEL 7)

	Compulsory	Elective
Level 4 credits:	20	-
Level 5 credits:	70	-
Level 6 credits:	100	-
Level 7 credits:	172	-
Minimum total credits re-quired:	362	-

Rationale

The Bachelor of Science in Software Development is being introduced to eradicate the shortage of software developers in Namibia and the whole of Africa. The qualification is developed in line with the NQF requirements while addressing the need for programming expertise in the IT industry. The International University of Management Senate has approved the qualification.

The Government of the Republic of Namibia (GRN) adopted a long-term perspective plan namely Vision 2030. This national economic blue print serves as a basis for planning Namibia's future. Vision 2030 envisages Namibia transitioning into an industrialised and globally competitive country of equal opportunity, realising its maximum growth potential in a sustainable manner, with improved quality of life for everyone. To achieve this goal, Namibia needs to develop human capital as well as institutional capacity to train people needed to meet the envisaged demand of the Namibian technological-based economy. Developing human capital, especially in information technology is not the sole responsibility of government. The corporate world, both private and public, has a social responsibility of complementing government efforts in the development of the requisite information technology skills toward a knowledge driven society. The IUM Vision (to encourage and develop an African cadre of men and women who can operate at international standards in business) dovetails perfectly into Vision 2030 on the development of IT-skilled human capital.

Purpose

The software development programme was designed in response to the information technology challenges affecting Namibia and the region. Namibia is a fast-growing technologically-based economy. The growth requires certain skills and competencies in information technology.

This qualification will equip the students with the essential tools and proven techniques – including business as well as IT skills specialising in the development of software that can help solve specific problems technically – to spearhead major developmental initiatives and create cultures of innovation and engagement.

By the time the graduates have successfully completed this degree programme, their knowledge of computer systems and management will enable them to analyse, design and implement information systems solutions in a wide range of real-world managerial problems. They will be able to recognise the multidisciplinary nature of information systems, be familiar with information system architecture and be able to evaluate information system effectiveness in a business enterprise.

- By the end of the course, the graduate will be well-equipped to deal with the challenges of developing, implementing, maintaining and managing information systems.
- He/she will be able to recognise and understand, from a local, regional and global standpoint the problems associated with software development.
- He/she will be able to identify problems and develop a range of short-term, mid-term and long-term solutions.
- He/she will be able to effect change, sensitive to the local situation.

The Software Development Qualification addresses the shortage of software developers nationally and regionally. With the availability of such expertise in Namibia, outsourcing of computer software from other countries will be eliminated. Stakeholders confirmed the need and relevance of this qualification. The development and introduction of the Software Development Qualification will help in realising the aims and goals of Namibia's Vision 2030

Admission Requirements

To be admitted to this qualification, a candidate must have a Namibian Senior Secondary Certificate Ordinary (NSSCO) Level or Namibia Senior Secondary Certificate Advanced Subsidiary (NSSCAS) Level with a minimum of 25 points in the best five subjects (including English minimum D and Mathematics D) on the IUM's evaluation scale or equivalent qualification(s).

- i. A recognised qualification at NQF level 6 or equivalent mature age entry, as stipulated in GR 4.1.1, provided that they:
 - are 25 years old or over in the year in which admission is sought
 - have at least 3 years experience
 - must have a passed grade 10 Certificate
- ii. The equivalent of any of the above as determined by University Senate.

Qualification Duration

The study period for the programme is:

Minimum: 3 Years.

Maximum: 5 Years.

The programme comprises a minimum of eight (8) semesters, i.e. two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Outcomes of the whole Qualification

Holders of this qualification are able to:

- Demonstrate a broad understanding of software development, information systems and computer technologies.
- Analyse complex Information Technology systems in terms

of architecture, function, operation, and business value.

- Design, document and implement enterprise scale systems.
- Utilize analytic skills to solve complex problems, developing and presenting solutions, in an ever-changing environment.
- Demonstrate responsible, resourceful, and ethical behaviour as demanded by industry.

Award of the qualification

This qualification will be awarded to people credited with 362 compulsory required credits and no electives.

Articulation

IUM courses articulate from qualification to qualification as per the statement in Course Outlines. The IUM will decide if and how course work from qualifications from other institutions will articulate with IUM courses. Appeals may be submitted to Senate.

Credit transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses.

The awarded credits are governed by the IUM degree programme rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibia Qualifications Authority requirements.

Coursework will be evaluated for its current relevance and may not transfer if the material is outdated by more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting.

Credits earned at an accredited college may not be transferred unless the credit earned is equivalent to courses offered in degree qualification.

Credits earned at IUM are also transferable to other institutions of higher learning.

Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is deficient or unsatisfactory. The judgment of the IUM on this question shall be final.

The IUM reserves the right to reject transfer credit for courses if the student's

subsequent grades in required courses in the same subject fall below average.

Assessment

Students will be assessed using activities such as tests, group activities, assignments (group/ individual), demonstrations and presentations (in lecture rooms or arranged work stations), practical assessments through score sheets, timed observations and evaluations undertaken by the student during the study period.

Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the tests, assignments, projects, group work, activity presentations and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the

final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Final Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 50% of the courses or credits.

Research project

Each student must independently design and develop a system to solve a real life problem in the last year of study and would be required to present their prototype and system documentation before a faculty selected project panel.

Teaching methods/strategies

The delivery methods for this qualification comprises of full time and part time learning mode.

The following are the methods of delivery:

- Face-to-face
- Flipped Classroom
- Design Thinking (Case Method)
- Self-learning

- Social Media
- Online Learning Tools

In addition to delivery methods, courses for this qualification will be delivered in the following form:

- Information Technology courses shall be delivered in the form of lecturing, seminars tutorials and practicals in the laboratories (where applicable)
- Non Information Technology subjects shall be delivered in the form of lecturing, seminars tutorials.

YEAR 1 (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Applied English Language Skills	AEL40US	100	4	10
Basic IT Skills	BIT41US	100	5	10
Fundamentals of Computer Systems and Architecture	FCA50US	100	5	10
Introduction to Entrepreneurship	IEN40US	100	4	10
Principles of Computer Programming	CPR50US	100	5	10
Systems Analysis	SYA51US	100	5	10
SEMESTER 2 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits

Communication Skills	GSC41US	100	5	10
Data Communication and Computer Networking	DNW60US	100	6	10
Discrete Mathematics	DMT50US	100	5	10
Operating Systems	OPS61US	100	6	10
Programming with C++	PCP50US	100	5	10
Systems Design	SDE60US	100	6	10

YEAR 2 (138 credits)				
SEMESTER 1 (56 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Data Structures and Algorithms	DST70US	100	7	10
Fundamentals of Databases	FDA60US	100	6	10
Intermediate Entrepreneurship and Innovation	IEI60US	120	6	12
Introductory Engineering Calculus	ICC70US	120	6	12
Object-oriented Programming with Java	JAV61US	120	6	12
SEMESTER 2 (54 credits)				

Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Advanced Database Design	ADD60US	120	6	12
Programming with Python	PWP70US	100	7	10
Project Management for ICT	PM170US	100	7	10
Technical Philosophy	TPI70US	100	7	10
Web Development	WDE60US	100	6	12
Year Courses (12 Credits)				
Research Methodology	RME61US	120	7	12
YEAR 3 (120 credits)				
SEMESTER 1 (72 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Advanced Web Development	AWD70US	120	7	12
Cyber Security and Law	CSL70US	120	7	12
Human Computer Interaction	HCI70US	120	7	12
Mobile Application Development	MPD80US	120	7	12
Programming with .Net	PWN70US	120	7	12
Applied Entrepreneurship	AEN70US	120	7	12
SEMESTER 2 (24 credits)				

Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Internship	IN370US	240	7	24
Year Courses (24 Credits)				
Systems Development Project	SDP70US	240	7	24

BACHELOR OF SCIENCE IN SOFTWARE DEVELOPMENT HONOURS (NQF LEVEL 8)

	Compulsory	Elective
Level 8 credits:	120	-
Minimum total credits required:	120	-

Rationale

The Bachelor of Science in Software Development Honours was introduced to eradicate the shortage of software developers in Namibia and the whole of Africa. The qualification is developed in line with the NQF requirements while addressing the need for programming expertise in the IT industry. The International University of Management Senate has approved the qualification.

The Government Republic of Namibia (GRN) adopted a long-term perspective plan namely Vision 2030. This national economic blue print serves as a basis for planning Namibia's future. Vision 2030 envisages Namibia transitioning into an industrialised and globally competitive country of equal opportunity, realising its maximum growth potential in a sustainable manner, with improved quality of life for everyone. In order to achieve this goal, Namibia needs to develop human capital as well as institutional capacity to train people needed to meet the envisaged demand of the Namibian technological-based economy. Developing human capital especially in information technology is not a sole responsibility of government. The corporate world, both private and public, has a social responsibility of complementing government efforts in the development of the requisite information technology skills toward a knowledge driven society. The IUM Vision (to encourage and develop an African cadre of men and women who can operate at international standards in business) dovetails perfectly into Vision 2030 on the development of IT-skilled human capital..

Purpose

This qualification was designed in response to the information technology challenges affecting Namibia and the region. Namibia is a fast-growing technologically-based economy. The growth requires certain skills and competencies in information technology.

This qualification will equip the students with the essential tools and proven techniques – including business as well as IT skills specialising in the development of software that can help solve specific problems technically – to spearhead major developmental initiatives and create cultures of innovation and engagement.

By the time the graduates have successfully completed this degree programme, their knowledge of computer systems and management will enable them to analyse, design and implement information systems solutions in a wide range of real-world managerial problems. They will be able to recognise the multidisciplinary nature of information systems, be familiar with information system architecture and be able to evaluate information system effectiveness in a business enterprise.

In addition, the graduates will be well-equipped to deal with the challenges of developing, implementing, maintaining and managing information systems. They will also be able to recognise and understand, from a local, regional and global standpoint the problems associated with software development and be able to identify problems and develop a range of short-term, mid-term and long-term solutions to effect change, sensitive to the local situation. The qualification addresses the shortage of software developers nationally and regionally. With the availability of such expertise in Namibia, outsourcing of computer software from other countries will be eliminated. Stakeholders confirmed the need and relevance of this qualification. The development and introduction of the Software Development Qualification will help in realising the aims and goals of Namibia's Vision 2030

Admission Requirements

To be registered for this qualification, candidates must hold a Bachelor of Science in Software Development at NQF Level 7 or any equivalent qualification from a recognized institution. The equivalent of any of the above is as determined by university senate.

Qualification Duration

The study period for the programme is:

Minimum: 1 Year

Maximum: 2 Years.

The qualification comprises of two (2) semesters. Semester 1 runs from January to June. Semester 2 runs from July to December.

Outcomes of the whole Qualification

Holders of this qualification are able to:

- Demonstrate a broad understanding of software development, information systems and computer technologies.
- Analyze complex Information Technology systems in terms of architecture, function, operation, and business value.
- Analyze and employ specialized knowledge of subsystems like processor cores and other hardware/software system components to design an embedded computer system.
- Identify and analyze various procedures for different games (game theory), by applying linear programming to games and obtaining algebraic solutions to games.
- Design and create mobile applications and demonstrate comprehensive understanding of technology and business trends impacting mobile applications.
- Evaluate the concepts embodied in the most prevalent software quality assurance techniques and methods, including knowledge of their advantages and disadvantages, and when it may be appropriate to use each approach.

Award of the qualification

This qualification will be awarded to people credited with 120 compulsory required credits and no electives.

Articulation

IUM courses articulate from qualification to qualification as per the statement in course contents. Once accomplished, the Bachelor of Science in Software Development Honours allows students to do their Masters in Information Technology or any other qualification at NQF Level 9.

Credit transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses.

The awarded credits are governed by the IUM degree program rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibia Qualifications Authority requirements.

Coursework will be evaluated for its current relevance and may not transfer if the material is out-dated by more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting.

Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in degree qualification.

Credits earned at IUM are also transferable to other institutions of higher learning.

Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is deficient or unsatisfactory. The judgement of the IUM on this question shall be final.

The IUM reserves the right to reject transfer credit for courses if the student's

subsequent grades in required courses in the same subject fall below average.

Assessment

Students will be assessed using activities such as tests, group activities, assignments (group/ individual), demonstrations and presentations (in lecture rooms or arranged work station), practical assessments through score sheets, timed observations and evaluations undertaken by the student during study period.

Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities, assignments, tests, projects, group works and presentations and other evaluations undertaken by the student during study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Final Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 50% of the courses or credits.

Research project

Each student must independently complete a 10,000 – 15,000 words research project in the last year of study and would be required to present their research findings before a faculty-selected project panel.

Teaching methods/strategies

The delivery methods for this qualification comprise full-time and part-time learning modes.

The following are the methods of delivery:

- Face-to-face
- Flipped Classroom
- Design Thinking (Case Method)
- Self-learning
- Social Media
- Online Learning Tools

In addition to delivery methods, courses for this qualification will be delivered in the following form:

- Information Technology courses shall be delivered in the form of lecturing, seminars tutorials and practicals in the laboratories (where applicable)
- Non Information Technology subjects shall be delivered in the form of lecturing, seminars tutorials.

Year 1 (120 credits)				
SEMESTER 1 (44 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Strategic Entrepreneurship	SEN80US	120	8	12
Data Analytics with Python	DAP80US	160	8	16

Software Quality Assurance	SQA80US	160	8	16
SEMESTER 2 (44 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Game Development	GMD80US	160	8	16
Cryptography and Network Security	CNS80US	160	8	16
Operations Research	OPR80US	120	8	12
Year Courses (32 credits)				
Research Project	XSD80UY	320	8	32

DEPARTMENT OF ELECTRONICS AND COMMUNICATION (E & C)

BACHELOR OF SCIENCE IN ELECTRONICS AND (SPECIALISATION) HONOURS(NQF LEVEL 8)

(Specialization: Telecommunication, Instrumentation, Control, Computer Engineering, Electrical)

	Compulsory	Strands		Total
		Compulsory	Elective	
Level 4 credits:	20	-	-	20
Level 5 credits:	60	-	-	60
Level 6 credits:	100	-	-	100
Level 7 credits:	140	10	-	150
Level 8 credits:	90	375	-	465
Total available credits:	410	385	-	795
Total minimum credits required:	530	75	-	605

Rationale

The Bachelor of Science Electronics and (Specialisation) Engineering Honours Level 8 forms a major part of a production or process industry setup instruments that are used to measure/monitor signals and then electronics, the foundation of electronics to understand electrical machinery/processes accordingly. In most modern systems/machines where automation is involved, electronics form part of the system. Also, in research/academic, clinical and quality assurance/standards laboratories, electronics are used for measurements and testing.

The Bachelor of Science Electronics and (Specialisation) Engineering Honours Level 8 has five (5) specialisations that are intended to produce

highly trained manpower in Electronics ready to take up the challenges in industrial research/design, and in management of industrial and commercial organizations. The programme is industry oriented and is designed to produce graduate engineers capable of adapting to technological changes and in line with Namibian Government Policy of industrialization as spelled out in Vision 2030, (Vision 2030;

Pages 15, 23, 33, 44, 55) and also in the National Human Resource of Republic of

Namibia (pages 3, 52, 60, 64).

Within the last decade, Namibia had an agreement with the Government of Zimbabwe, Kenya and other SADC countries to engage Engineers from these countries. This was attributed to the shortage of Professional Engineers in Namibia. Therefore, the graduates from this programme will address the shortage of Professional Electronic Engineers in Namibia, SADC region, Africa and the World at large.

Purpose

The Bachelor of Science Electronics and (Specialisation) Engineering Honours Level 8 reflects the need for highly and appropriately qualified electronic professionals in the Namibian and SADC environment. It reflects further the IUM's mission statement of producing an African cadre of professionals who are capable of operating internationally in the industry. It seeks to contribute to the attainment of the national goals enshrined in Vision 2030 (pages 15, 23, 33, 44) of the Government of the Republic of Namibia.

By the time the graduates have successfully completed this degree qualification, their acquired knowledge of electronics with a speciality that will enable them to analyse, design, and build electronic equipment in a wide range of real-world situations. They will be able to recognise the multidisciplinary nature of electronics, be familiar with electronics and be able to evaluate electronic systems' effectiveness. This programme prepares students for the master's related degree programmes. Students from other programmes who have done related modules (with mathematics and physical science backgrounds) can be articulated into the programme at relevant levels.

Admission Requirements

Applicants for the programme must meet any one of the following requirements:

- i. NSSCO/H level with a minimum of 25 points in the best five subjects with a minimum of D grade in English, a D grade in Mathematics, and a D grade in any three other subjects (should include Physics,

Chemistry and/or Technical Drawing). All should total twenty-five points or more.

- ii. Mature age entry as stipulated in GR 4.1.1., provided that they:
 - a. Are 25 years old or over in the year in which is sought
 - b. Have at least 2 years' experience in the relevant field
 - c. Have at least a pass at grade 10
 - d. Provide a suitable reference from a recognised public official
 - e. Meeting these requirements will not automatically guarantee an acceptance into the programme. This can only be achieved after successful interview and/or aptitude placement tests as determined by IUM.
- iii. The equivalent of any of the above as determined by University Senate.

Meeting of these requirements will not automatically guarantee admission into the programme. This can only be achieved after successful interview and/or aptitude placement tests as determined by IUM Senate.

Qualification Duration

The study period for the qualification is:

Fulltime/Part-time mode - Minimum: 4 Years; Maximum: 6 Years.

The qualification comprises of semesters, per academic year. There are two (2) semesters. Semester 1 runs from January to June. Semester 2 runs from July to December.

Outcomes for the whole Qualification

Holders of this qualification are able to:

- Engage in the design of systems, tools and applications in electronics, communication and technology domains.
- Apply the knowledge of electronics in specialised areas (Communication, Electrical, control, Instrumentation, computing systems, computer science, Control Systems) to solve problems of social relevance, and pursue higher education and research.
- Carry out core engineering and managerial tasks in multi-disciplinary and multi-cultural environments.
- Communicate effectively, demonstrate leadership qualities, and exhibit professional conduct.
- Apply the knowledge of generation, transmission and distribution of power in the nation's development.
- Engage in lifelong learning, career enhancement, and adapt to changing professional and societal needs and empower the graduates to start their businesses.
- Analyse and design embedded systems for Engineering problem solutions.
- Apply Fourier Series, Vector Calculus, Complex Analytical Methods and Partial Differentials and Integrals to solve Engineering problems.
- Design and analyse Optical Fibre Communication systems and their application in communications.

Award of the qualification

This qualification will be awarded to people credited with 605 required credits: thus 530 compulsory required credits and 75 required compulsory

strand credits.

Candidates will be eligible for the appropriate qualification when they have passed all the required courses specified in the relevant programme regulations and have fulfilled any additional requirements stipulated in the IUM student policies.

Articulation

The IUM will decide if and how coursework from qualifications from other institutions will articulate with IUM courses. Appeals may be submitted to the Senate Vertically:

- From one year to another a student will be required to pass a minimum number of subjects as determined by the Senate annually (currently stands at 70%)
- Bachelor of Science Electronics and (Specialisation) Engineering Honours grants admissions to Master of Science in Electronics or related fields.

Horizontally:

- Interfaculty students can apply for approval with the Deans of other Faculties for assessment to gain admission to a Bachelor's Honours Degree.
- Students may, where applicable, move into existing or new related Information Technology fields with approval of the faculty Deans and HOD to any related Bachelor Honours Degree

Credit transfer

Credit is the value assigned for the recognition of equivalence in content and Outcomes of Learning between different types of learning and/ or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing. To be awarded these credits, IUM will need to assess the courses or combinations of courses as equivalent to IUM courses. The awarded credits are governed by the IUM degree programme rules covering credit. Courses awarded as credits need to have been studied and passed within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements. Coursework will be evaluated for its current relevance and may not transfer if the material is outdated more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting. Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in degree qualification. Credits earned at IUM are also transferable to other institutions of higher learning.

Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit. The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgment of the IUM on this question shall be final. The IUM

reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Special assessment arrangements are based on the following:

Tests, assignments, group work and practical and written examinations will be used to assess the students. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course /course coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course. Both Formative and Summative assessment techniques are used.

Formative assessment techniques are used to monitor student learning during the learning process. The feedback gathered is used to identify

areas where students are struggling so that instructors can adjust their teaching and students can adjust their studying.

Summative assessment techniques are used to evaluate student learning. These assessments are appreciated at the end of a course to measure the extent to which students have achieved the desired Outcomes of Learning. The major components of this technique are:

- Exams. This includes final exams and tests at the end of course units.
- Papers, projects, and presentations. These give students the chance to go deeper with the material to put the knowledge they have acquired to use or create something new from it.
- Portfolios. These give students a chance to spell out the concepts or techniques used with each course, the themes addressed, and the hurdles faced to bring a sense of completion to the learning process.

Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course /course coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Final Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination. A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of the results. A

student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 50% of the courses or credits.

Teaching methods/strategies

The delivery methods for this qualification comprise of the part-time and full time learning mode. Contact hours for learning mode are face-to-face encounters on weekly basis.

The following are the methods of delivery:

- Flipped Classroom
- Design Thinking (Case Method)
- Self-learning
- Social Media
- Online Learning Tools

BSc Electronics and Engineering Honours
YEAR 1 (160 credits)

SEMESTER 1 (70 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Introductory Engineering Calculus	ICC70US		6	10
Engineering Physics	EPH60US		6	10
Circuit Analysis I	CA170US		7	10
Principles of Computer Programming	CPR50US		5	10

Engineering Drawing (CAD, AutoCAD)	CAD60US		6	10
Applied English Language Skills	AEL40US		4	10
Introduction to Entrepreneurship	IEN40US		4	10

SEMESTER 2 (90 credits)				
Course Title	Course Code	Prerequisite	NQF Level	Credits
Compulsory Courses				
Data Communication and Computer Networks	DCN60US		6	10
Object Oriented Programming		Principles of Computer Programming	5	10
Fundamentals of Electronics	FOE61US	None	6	10
Intermediate Engineering Calculus	ICA70US	Introductory Calculus	7	10

Circuit Analysis II	CA270US	Circuit Analysis I	7	10
Communication Skills	GCS41US	None	5	10
Workshop Practice	WKP50US	None	5	30

YEAR 2 (130 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Prerequisites	NQF Level	Credits
Compulsory Courses				
Cryptography and Network Security	CNS70US	None	7	10
Analogue Electronics	ANE60US	None	6	10
Advanced Engineering Calculus	AEC80US	Intermediate Calculus	8	10
Digital Electronics	DE170US	None	7	10
Principles of Management	POM50US	None	6	10
Analogue Communication Systems	ACS60US	None	6	10

SEMESTER 2 (50 credits)				
Course Title	Course Code	Prerequisites	NQF Level	Credits
Compulsory Courses				
Digital Communication Systems	DCS710US	None	7	10
Probability and Statistics	PRS70US	None	7	10
Digital Electronics Design	DE270US	Digital Electronics	7	10

Mobile Communica- tions Systems	MOC60US	None	6	10
Analogue Electronics Design	AE270US	Analogue Electronics	7	10
Year Courses (20 Credits)				
Research Methodology for ICT	RME71US	None	7	20

YEAR 3 (140 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Prerequisites	NQF Level	Credits
Compulsory Courses				
Embedded Systems Design	EBS70US	None	8	10
Intermediate Entrepreneurship and Innovation	IEI60US	None	6	10
Electromagnetics	EMG70US	None	7	10
Optical Fibre Communication System	OPF70US	None	7	10
Power Electronics Systems Design	PWE07US	None	8	10
Digital Signal Processing		None	8	10

SEMESTER 2 (80 credits)

Course Title	Course Code	Prerequisites	NQF Level	Credits
Compulsory Courses				
Electrical Measurements	EME70US	None	7	10
Digital Signal Processing Application	DSP81US	Digital Signal Processing	8	10
Internship	IN570US	None	8	30
Project Management for ICT	PMI80US	None	8	10
Control Systems	CSY80US	None	8	10
Radio and Television	RTV80US	None	8	10

BSc Electronics and Engineering Honours (Various Specialisations)**YEAR 4 (475 credits)****SEMESTER 1 (235 credits)**

Course Title	Course Code	Prerequisites	NQF Level	Credits
Compulsory Courses (10 Credits)				
Applied Entrepreneurship Management	SEN70US	None	7	10

Telecommunication Strand (45 Credits)				
Antenna Theory & Propagation	ATP08US	None	8	15
Microwave Engineering	MVE80US	None	8	15
Radar and Navigational Aids	RNA80US	None	8	15

Control Systems Strand (45 Credits)				
Advanced Control Systems	ACS80US	None	8	15

Optimal Control	OPC80US	None	8	15
Logic and Distributed Control System		None	8	15

Instrumentation Strand (45 Credits)				
Industrial Instrumentation	II280US	None	8	15
Analytical and Virtual Instrumentation	ANI80US/ VRI80US	None	8	15
Biomedical Instrumentation	BMI80US	None	8	15

Electrical Strand (45 Credits)				
Renewable Energy	RWE80US	None	8	15
Power Systems and Smart Grids	PY280US	None	8	15
Electrical Machines	EMD80US	None	8	15

Computer Engineering Strand (45 Credits)				
Computer Modelling and Simulation	CSC 412	None	8	15
Distributed Computing	DCM80US	None	8	15
Operating Systems	OPR70US	None	8	15

SEMESTER 2 (180 credits)				
Course Title	Course Code	Prerequisite	NQF Level	Credits
Compulsory Courses(30 Credits)				
Engineering Law and Ethics		None	8	15
Artificial Intelligence	AFI80US	None	8	15
Telecommunication Strand (30 Credits)				
Telecommunication Switching Systems	TSS80US	None	8	15

Satellite Communication	STC80US	None	8	15
Control Systems Strand (30 Credits)				
Biomedical Control	BMC80US	None	8	15
Digital Control Systems		None	8	15
Instrumentation Strand (30 Credits)				
Power Plant Instrumentation		None	8	15
Avionics Instrumentation		None	8	15
Electrical Strand (30 Credits)				

Power Systems Protection	PSL80US	None	8	15
Electrical Machines and Drives	EMD80US	None	8	15
Computer Engineering Strand (30 Credits)				
Human Computer Interaction	HCI70US	None	8	15
Fault Diagnosis and Failure Tolerance	FDF80US	None	8	15
Year Courses (60 Credits)				
Research Project	XP180US	None	8	60

**FACULTY OF STRATEGIC MANAGEMENT AND BUSINESS
ADMINISTRATION**

CERTIFICATE IN BUSINESS ADMINISTRATION (NQFLEVEL 5)

	Compulsory	Elective
Level 4 credits:	20	-
Level 5 credits:	100	-
Minimum total credits required:	120	-

Rationale

Namibia's Fifth National Development Plan (NDP 5) underlines that there is a need to achieve industrial development. This will result in Namibia moving from a reactive, input-based economy to a proactive, high-performing economy. The survival of such infant enterprises needs highly skilled entrepreneurs, hence the demand for qualified business administrators who have a fundamental understanding of business concepts and practices and who can initiate and improve the efficiency and effectiveness of business enterprises.

Purpose

The certificate in Business Administration (Level 5) is designed to provide students with the skills and attitudes needed to start conceptualising ideas that contribute to existing organizations and will enhance the pursuit of their ventures. Students will gain an effective working knowledge of the analytical tools and management concepts used in modern business and a firm grounding in the practical management skills required in contemporary business activities.

Various stakeholders were consulted in the review process of this qualification. Key stakeholders included Students, the Ministry of Industrialization, Trade and SME Development, the Ministry of Finance, the National Planning Commission, the National Statistics Agency, the Road Fund Administration, the Bank of Namibia and the Development Bank of Namibia.

Who is this Qualification for?

This qualification is designed for students willing to take up business administration and management assignments in both private and public organisations. It is structured to stretch and challenge the students to fulfil their true potential and to become defining players in the management field. The qualifications target those individuals willing to be transformed into professional business administrators.

Admission /Entry Requirements

Students will be admitted to this qualification if they hold a Namibia Senior Secondary Certificate Ordinary and Advanced Subsidiary Level (NSSCO/AS) with a minimum of 20 points and pass five subjects with a minimum of D in English.

Students may also enter through mature age entry /prior learning with three years of relevant work experience. Must be at least 25 years of age and have passed Junior School Certificate (Grade 10). Must have a minimum of 3 years relevant work experience supported by a letter/ letters from employers. Must sit for an entrance examination, details to be provided on application. Prospective applicants should pass the entry Aptitude Test of IUM.

Graduates of this qualification will be able to articulate to IUM's Diploma in Business Administration (Level 6) or any other qualification at NQF Level 6 at other institutions.

Qualification Duration

This qualification will be offered as a full/part-time blended learning mode over a minimum period of 1 year and a maximum of 2 years.

Outcomes of the whole Qualification

Holders of this qualification are able to:

- Explain how decision-making and the management of organisations are aided by knowledge of theory and practice in four business sub-disciplines.
- Analyse organisations and contemporary management practices compatible with organisational sustainability.

- Present theoretical concepts and complex ideas in both written and verbal formats appropriate for management audiences.
- Discuss organization theories, principles and design, style and structures and comparative analysis in wider aspects of the organization environment.
- Explain the theoretical foundations of business ethics and the importance of the ethical dimension in business and workplace decision-making.
- Discuss tactics commonly employed by entrepreneurs when starting a business.

Articulation

The Certificate in Business Administration grants admission to the Diploma in Business Administration at Level 6 or any other related qualifications at Level 6.

Credit Transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses. The awarded credits are governed by the certificate programme rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements.

Coursework will be evaluated for its current relevance and may not transfer if the material is outdated more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting.

Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in degree qualification.

Credits earned at IUM are also transferable to other institutions of higher learning.

Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgment of the IUM on this question shall be final.

The IUM reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Students need a 50% mark in continuous assessment (CA) to write the Formal Examination (FE). The final mark is weighted 40% CA and 60% FE. A final mark of 50% (calculated from the CA mark and examination) has to be obtained to pass the course

(a) Final examination

The final examination counts for 60% of the final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examination will be of three hours duration. To pass the course a student must not get less than 36% in the formal examination at the end of the course.

(b) Supplementary examination

Students who fail a course with an overall mark of 40-49% are eligible to sit for a supplementary examination. A student who fails the research project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication results. A student who fails a course with an overall mark of 39% and below will be

required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying a deficit of more than 30% of the courses or credits.

Award of the qualification

Candidates will be eligible to be awarded the Certificate in Business Administration when they pass all the required courses as specified in the relevant qualification regulations and when they fulfil any other additional requirements stipulated in the IUM student policies.

Teaching Methods/ Strategy

The teaching methods adapted for this program is student-centred learning. Emphasis will be placed upon the need for a student to read extensively in each of the subjects. Each student will be mentored to appreciate that one will be expected to be responsible for one's own learning. The role of the lecturer, therefore, is to stimulate learning and to support and guide that process.

A wide range of teaching strategies will be employed by lecturers from traditional lecturers, tutorial activities and discussions, flipped classroom, collaborative groups tasks, practical projects, tests and written assignments.

YEAR 1 (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Applied English Language Skills	AEL40US	100	4	10
Introduction to Entrepreneurship	IEN40US	100	4	10
Mathematics	MTH51US	100	5	10
Introduction to Business Psychology		100	5	10
Microeconomics	MIE50US	100	5	10
Principles of Management	POM50US	100	5	10

Total Credits				60
SEMESTER 2 (60 credits)				
Course Title		Hours	NQF Level	Credits
Business Ethics	BNE50US	100	5	10
Financial Accounting I	FAC51US	100	5	10
Management Organisation	MOR51US	100	5	10
Quantitative Methods I	QM151US	100	5	10
Basic IT Skills	BIT41US	100	5	10
Principles of Marketing	PMK50US	100	5	10
Total Credits				60
Total Year 1 Hours and Credits		1200		120

DIPLOMA IN BUSINESS ADMINISTRATION (NQF LEVEL 6)

	Compulsory	Elective
Level 5 credits:	20	-
Level 6 credits:	180	-
Minimum total credits required:	200	-

Rationale

Reducing poverty and inequalities is one of the key Namibian government's priority as summarized in the comprehensive Cabinet approved Vision 2030 and Harambee Prosperity Plan. One of the key outcomes for the successful implementation of Vision 2030 includes, a spirit of entrepreneurship resulting in an increased youth enterprise development.

The survival of infant enterprise needs highly skilled entrepreneurs. Qualified business administrators with fundamental understanding of business concepts and practices are in demand. The modern business landscape environment requires creative and innovative mindset. This qualification is developed in response to the demand in various sectors of the economy as elaborated in chapter 2, 3 and 4 of Cabinet approved National Human Resources Plan 2010 -2025 (GRN National Planning Commission; 2012).

Purpose

The purpose of the Diploma in Business Administration is to enable students to gain a clear understanding of various business disciplines (Accounting, Finance, Marketing, Human Resource Management and Management Science). The students studying the International University of Management Diploma in Business Administration are expected to acquire critical entrepreneurial, leadership, team, and communications skills and explore their ability to work with and through other people.

Various stakeholders were consulted in the review process of this qualification. Key stakeholders included Students, the Ministry of Industrialization, Trade And SME Development, the Ministry of Finance, the National Planning Commission, National Statistics Agency, the Road

Fund Administration, the Bank of Namibia and the Development Bank of Namibia.

This qualification is designed for students willing to take up business administration and management assignments in both private and public organisations. It is structured to stretch and challenge the students to fulfil their true potential and to become defining players in the management field. The qualification targets those individuals willing to be transformed into professional business administrators. Furthermore, a key concern of the qualification is to impart contemporary management skills required for a successful business. To be admitted into this qualification, a candidate must have at least successfully completed a Certificate of Administration in Business Administration or obtained a recognised qualification at NQF level 5 or equivalent.

Who is this Qualification for?

This qualification is designed for students willing to take up business administration and management assignments in both private and public organisations. It is structured to stretch and challenge the students to fulfil their true potential and to become defining players in the management field. The qualification targets those individuals willing to be transformed into professional business administrators.

Admission /Entry Requirements

To be admitted into this qualification, a candidate must have completed a Certificate of Administration in Business Administration or obtained an accredited qualification at NQF level 5 or equivalent.

Qualification Duration

This qualification will be offered as fulltime/par-time/blended learning mode over a minimum period of two years and maximum of four years

Outcomes of the Qualification

Holders of this qualification are able to:

- Translate required managerial skills for effective management of various organizations.
- Demonstrate knowledge to manage resources at their disposal according to contemporary economic business management and

technological trends.

- Identify research procedures with a view to find solutions to contemporary problems affecting business management.
- Discover skills required for careers in the public and private sector.
- Prepare students for further studies in the business field.

Articulation

The Diploma in Business Administration grants admission to a degree in Business Administration or any other related qualification at level 7.

Credit Transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses. The awarded credits are governed by the IUM Diploma programme rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; and the course is equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements.

Coursework will be evaluated for its current relevance and may not transfer if the material is outdated by more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting.

Credits earned at an accredited college may not transfer unless the credits earned is equivalent to courses offered in the Diploma qualification.

Credits earned at IUM are also transferable to other institutions of higher learning. Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than

half the major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is deficient or unsatisfactory. The judgment of the IUM on this question shall be final.

The IUM reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Students need a 50% mark in continuous assessment (CA) to write the Formal Examination (FE). The final mark is weighted up of a 40% CA and 60% FE. A final mark of 50% (calculated from the CA mark and examination) has to be obtained to pass the course. NB; A minimum of 36% in the FE is required to pass the course.

(a) Final examination

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. To pass the course a student must not get less than 36% in the formal examination at the end of the course.

(b) Supplementary examination

Students who fail a course with an overall mark of 40-49% is eligible to sit for a supplementary examination. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed.

Award of the qualification

Candidates will be eligible to be awarded the Diploma in Business Administration when they pass all the required courses as specified in the relevant qualification regulations and when they fulfil any other additional requirements stipulated in the IUM student policies.

Teaching Methods/ Strategies

The teaching method adapted for this programme are student-centred learning methods. Emphasis will be placed upon the need for a student to read extensively in each of the subjects.

A wide range of teaching methods will be employed by lecturers, from traditional lectures through to small decision-making groups, as well as the use of training films and videos and advanced business simulations. Each student will be mentored to appreciate that one will be expected to be responsible for one's own learning. Therefore, the lecturer's role is to stimulate learning and support and guide that process. Programmed reading and reading guides will support these endeavours.

The following common lecture delivery strategies shall be used depending on the lecturer:

- Class presentations
- Lecturer-led class discussion
- Individual and group exercises
- Case analysis

YEAR 1 (116) Credits				
SEMESTER 1 (58 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Intermediate Entrepreneurship and Innovation	IEI60US	100	6	12
Marketing Management	MMA51US	100	6	12
Organisational Behaviour	OBE61US	100	6	12
Macroeconomics	MRC60US	100	6	12

Business Communication		100	5	10
Total Credits				58
SEMESTER 2 (58 Credits)				
Course Title			NQF Level	Credits
Quantitative Methods II	QM261US	100	6	12
Operations Management	OPM60US	100	6	12
Business law	BLA61US	100	6	12
Professional Communication	PRC60US	100	6	12
Cost Accounting	CAC51US	100	5	10
Total Credits				58
Total Year 1 Hours and Credits		1000		116
YEAR 2				
SEMESTER 1 (36 Credits)				
Change Management	CHM60US	100	6	12
Product Management	PMA60US	100	6	12
Financial Accounting II	FA260US	100	6	12
Total Credits				36
SEMESTER 2 (48 Credits)				
Course Title			NQF Level	Credits
Project Management	PRM61US	100	6	12

Human Asset Management	HAM60US	100	6	12
Management Information system	MIS60US	100	6	12
Management Accounting	MAC61US	100	6	12
Total Credits				48
Total Year 2 Hours and Credits		700		84
Required Credits				200
Credits Available				200

BACHELOR OF BUSINESS ADMINISTRATION (NQFLEVEL 7)

	Compulsory	Elective
Level 4 credits:	20	
Level 5 credits:	100	
Level 6 credits:	120	
Level 7 credits:	120	
Minimum total credits required:	360	

Rationale

Today's business environment has become complex and dynamic. This qualification is designed to equip students with skills and knowledge required to function at administrative and managerial level. It covers a wide range of administrative and management concepts such as accounting, finance, operations, marketing, human resources, and many more. This qualification is also relevant especially with the growing small to medium enterprises market. Managing such firms require widely skilled individuals who have fundamental understanding of business concepts and practices and who can initiate, improve efficiency and effectiveness of business enterprise.

Purpose

The purpose of the qualification is to provide students with a fundamental level of knowledge and skills in the field of business administration. The programme empowers students with cutting-edge business skills and knowledge in today's fast-paced global business world. Students will learn how to apply information to give organisations a competitive and innovative edge in addition to the newest technologies. Upon completion of this programme, students can pursue a wide variety of career paths or graduate-level degrees. Various stakeholders were consulted in the curricula review and development process of this qualification. Key stakeholders consulted included the students, Ministry of Industrialization, Trade and SME Development, Ministry of Finance, National Planning Commission, National Statistics Agency, Road Fund Administration, Bank of Namibia and Development Bank of Namibia.

Who is this qualification for?

This qualification targets individuals aspiring to be administrators in organisations involved in international assignments in both the private and the public sectors, entrepreneurs seeking to understand business administration and management and those who want to become supervisors and managers in their work places.

Admission /Entry Requirements

To be admitted to this qualification a candidate must have a Namibia Senior Secondary Certificate (NSSCO) at Ordinary or Advanced Subsidiary (AS) Level with a minimum of 25 points in five best subjects including English with a minimum of a D symbol or equivalent. Candidates can also be admitted through Mature Age Entry. Those who hold a Diploma in Finance Management (Level 6) or its equivalent can also be considered for admission.

Qualification Duration

This qualification will be offered on a full / part-time blended learning mode over a minimum period of 3 years and a maximum of 5 Years.

Outcomes of the whole Qualification

Holders of this qualification are able to:

- Apply management/marketing/human resources/banking/finance scenarios and develop meaningful suggestions and advice to strategic management.
- Show critical awareness and understanding of the main functional areas of business administration and the management process within a variety of institutional and organisational contexts.
- Demonstrate competence at applying principles, practices and methods of modern management in business enterprises.
- Organise and co-ordinate resources and opportunities by applying the relevant theoretical aspects and reflect on their application.

Articulation

This qualification grants admission to bachelor honours degrees in

Business Administration or any other related qualification at level 8.

Credit Transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. It is the amount of learning required to achieve a qualification and may be through credit transfer, articulation or recognition of prior learning.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses. The awarded credits are governed by the IUM degree qualification rules. Courses awarded credits need to have been studied within the past five years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; the course is equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements.

Coursework will be evaluated for its current relevance and may not transfer if the material is 5 years post examination date.

Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in the degree qualification.

Credits earned at IUM are also transferable to other institutions of higher learning.

Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

The following common lecture delivery strategies can be used: central classes presented by lecturer, central class presentation by students, lecturer-led class discussions, individual and group exercises and case analysis where applicable in a blended delivery mode.

Assessment

Students need a 50% mark in continuous assessment (CA) to write the Formal Examination (FE). The final mark is weighted 40% CA average and 60% in the FE. A final mark of 50% (calculated from the CA mark and examination)) has to be obtained to pass the course.

a) Final Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. To pass the course a student must not get less than 36% in the Formal examination at the end of the course.

b) Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying a deficit of more than 30% of the courses or credits.

c) Internship

All third-year students should acquire 12 internship credits through securing an internship in various industries. The internship programme is meant to engage students in work-related learning. This is done in different organization set-ups such as in the public or private sector institutions. The internship experience amounts to 120 hours per year. The internship is examinable and is a requirement for graduation. Assessment is done by using observation of the student by the intern's supervisor and by submission of an internship evaluation report. The students who fail to attach to a business enterprise do a business case analysis in which they get a deeper understanding of how enterprises are run. Awarding of the Qualification Candidates will be eligible to be awarded the Bachelor of Business Administration when they have passed all the required courses and have fulfilled any other additional requirements stipulated in the IUM student policies.

Awarding of the Qualification

Candidates will be eligible to be awarded the Bachelor's Degree in Business Administration when they have passed all the required courses and have fulfilled any other additional requirements stipulated in the IUM student policies.

Teaching Methods/Strategy

A wide range of teaching methods will be employed by lecturers from traditional face to face lectures through to online blended learning, small decision-making groups, tutorial activities and discussions, collaborative group tasks, practical projects, tests and written assignments.

YEAR 1 (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory courses				
Applied English Language Skills	AEL40US	100	4	10
Introduction to Entrepreneurship	IEN40US	100	4	10
Mathematics	MTH51US	100	5	10
Introduction to Psychology		100	5	10
Microeconomics	MIE50US	100	5	10
Principles of Management	POM50US	100	5	10
Total Credits				60
SEMESTER 2 (60 credits)				
Course Title		Hours	NQF Level	Credits
Compulsory Courses				
Financial Accounting I	FAC51US	100	5	10

Cost Accounting	CAC50US	100	5	10
Quantitative Methods I	QM151US	100	5	10
Basic IT Skills	BIT41US	100	4	10
Principles of Marketing	PMK50US	100	5	10
Business Communication		100	5	10
Total Credits				60
Total Year 1 Hours & Credits		1200		120

YEAR 2 (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Intermediate Entrepreneurship and Innovation	IEI60US	100	6	12
Organizational Behavior	OBE61US	100	6	12
Macroeconomics	MRC60US	100	6	12
Financial Accounting II	FA260US	100	6	12
Consumer Behavior		100	6	12
Total Credits				60
SEMESTER 2 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Business Law	BLA61US	100	6	12

Management Accounting	MAC61US	100	6	12
Quantitative Methods II	QM261US	100	6	12
Management Information Systems	MIS61US	100	6	12
Operations Management	OPM60US	100	6	12
Total Credits				60
Total Year 2 Hours & Credits		1200		120

YEAR 3 (120 credits)				
SEMESTER 1 (72 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory courses				
Strategic Human Resources Management	SHU70US	100	7	12
Corporate Finance	CFN71US	100	7	12
Strategic Management	SMN70US	100	7	12
Total Quality Management	TQM70US	100	7	12
Managerial Economics	MAE70US	100	7	12
Research Methodology	RME70US	100	7	12
Total Credits				72
SEMESTER 2 (48 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				

International Business Management	IBM70US	100	7	12
Business Logistics & Supply Chain Management	BLS70US	100	7	12
Applied Entrepreneurship	AEN70US	100	7	12
Internship	INC70US	100	7	12
Total Year 3 Hours & Credits		1200		120

BACHELOR OF BUSINESS ADMINISTRATION HONOURS (NQF LEVEL 8)

	Compulsory	Elective
Level 8 credits:	126	
Minimum total credits required:	126	

Rationale

The One (1) year Bachelor of Business Administration Honours level 8 was designed and developed to close the gap of the shortage of qualified business administrators in the labour market and business profession. This qualification is developed in response to the demand for appropriately qualified business administrators as elaborated in Chapters 2, 3 and 4 of the Cabinet approved National Human Resources Plan 2010-2025 which highlights the critical skills shortage of business administrators due to emerging Small Medium Enterprises (SMEs).

The qualification contains a range of courses requisite for business administration students. Courses include Strategic Entrepreneurship, Corporate Governance and Management, Strategic Marketing and Organizational Development & Change Management. These courses lay a foundation for further studies at master's level.

Purpose

The Bachelor of Business Administration Honours level 8 was designed to equip students with knowledge, skills and competencies needed to manage and supervise businesses industries and organisation in Namibia and beyond. The aim of this qualification is to train and equip students with management, supervisory and leadership skills on how to manage small and large enterprises. Various stakeholders were consulted in the review process of this qualification. Key stakeholders included Students, Ministry of Industrialization, Trade and SME Development, Ministry of Finance, National Planning Commission, National Statistics Agency, Road Fund Administration, Bank of Namibia, Office of the Prime Minister and Development Bank of Namibia.

The qualification targets first-degree holders intending to further their

knowledge and studies in the field of business administration.

Who is this Qualification for?

This qualification targets students who want to become or are: Innovators, Entrepreneurs, Business Administrators, Finance Practitioners, Human Resource Practitioners, Marketers and Control Officers.

Admission /Entry Requirement

Admission to this qualification, a candidate must be a holder of Bachelor Degree of Business Administration at level 7 or any equivalent accredited qualification at level 7 and/or determined by the IUM Senate.

Qualification Duration

This qualification will be offered as a full/part time blended learning mode over a minimum period of 1 year and maximum of 2 years.

Outcomes of the whole Qualification

Holders of this qualification are able to:

- Analyse main functional areas of business administration and global issues in business environment and analyse the comparative advantage and benefits from international trade.
- Conduct methodological, secondary research into business issues, which may relate to general business or to a specific business function, which requires familiarity with a range of data, research sources, and appropriate methodologies.
- Evaluate the conceptual and analytical frameworks within different organisational management and frameworks underlying governance law.
- Discuss roles of business managers in the modern business world and analyse challenges the organisation faces when it plans to change theories of change management.
- Apply entrepreneurial strategies and business operating models required to operationalize a business plan.
- Illustrate the differences between internal and external

environmental factors that affect the strategic marketing.

Articulation Possibilities

Bachelor of Business Administration Honours level 8 allows students to articulate to any related qualifications at level 9 in disciplines of Business Administration, Management, Accounting and Finance, and Marketing.

Credit Transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses. The awarded credits are governed by the IUM degree programme rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements.

Coursework will be evaluated for its current relevance and may not transfer if the material is outdate more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting. Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in degree qualification.

Credits earned at IUM are also transferable to other institutions of higher learning. Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such

institutions is for any reason deficient or unsatisfactory. The judgment of the IUM on this question shall be final.

The IUM reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Students need a 50% mark in continuous assessment (CA) to write the Formal Examination (FE). The final mark is weighted 40% CA and 60% FE. A final mark of 50% (calculated from the CA mark and examination) has to be obtained to pass the course.

(a) Final Examinations

The final examination counts for 60% of the final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examination will be of three hours duration. To pass the course a student must not get less than 36% in the formal examination at the end of the course.

(b) Supplementary Examinations

Students who fail a course with an overall mark of 40-49% are eligible to sit for a supplementary examination. A student who fails the research project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying a deficit of more than 30% of the courses or credits.

(c) Research Project

The research project is meant to engage students in business research with an assigned supervisor, who is faculty member designated to a student by the faculty in order to generate knowledge necessary to complete all the requirements for the award of the qualification.

Each student must independently complete a research project. The research should be original on a topic related to Business Administration. The research should have a clearly defined problem statement, a review

of the existing literature on the chosen topic, original evidence offered to support the research project, consideration of alternative rival hypotheses and a conclusion with recommendations. Upon completion of writing the research project, the student would be required to submit a spiral bound copy project panel for final assessment.

Award of the Qualification

Candidates will be eligible to be awarded the Honours Degree in Business Administration when they pass all the required courses as specified in the relevant qualification regulations and when they fulfil any other additional requirements stipulated in the IUM student policies.

Teaching Methods/ Strategy

The teaching method adapted for this programme is student-centred learning. Emphasis will be placed upon the need for a student to read extensively in each of the subjects. Each student will be mentored to appreciate that one will be expected to be responsible for one's own learning. The role of the lecturer, therefore, is to stimulate learning and to support and guide that process.

A wide range of teaching strategies will be employed by lecturers from traditional lectures, tutorial activities and discussions, flipped classroom, collaborative group tasks, practical projects, tests and written assignments.

YEAR 1 (126 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Investment Analysis and Portfolio Management	IAM80US	120	8	12
Corporate Governance and Management	CGMB0US	120	8	12
Strategic Marketing I	SM181US	120	8	12

Strategic Entrepreneurship		120	8	12
Strategic Project Management	SPM80US	120	8	12
SEMESTER 2 (66 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Research Project	RPJ80US	120	8	30
International Trade	ITD80US	120	8	12
Strategic Marketing II	SM281US	120	8	12
Organizational Development and Change Management	ODC80US	120	8	12

CERTIFICATE IN MARKETING MANAGEMENT (NQF LEVEL 5)

	Compulsory	Elective
Level 4 credits:	20	-
Level 5 credits	100	-
Minimum total credits required:	120	-

Rationale

Certificate in Marketing Management is designed for employed and unemployed, interested in developing their marketing expertise to gain significant level of knowledge and or expertise of marketing goods or service in various industries level. This qualification is designed to impart marketing skills which are useful for successful marketing careers, creation of thriving business relationship in the interactive task of market research, analysis of consumer behaviour, selling and promotion of services. It is designed to teach students the real life marketing tools required for employment and wealth creation in Namibia.

Purpose

Certificate in Marketing Management (Level 5) is designed for aspiring marketers in developing their marketing expertise. Students will gain significant level of knowledge and or experience of marketing goods or service in various industries. It will further provide the graduate marketing manager with a forum (both written and oral) for presenting and defending their own marketing decisions and for critically examining and discussing the recommendations of others. The qualification will produce graduates who will make a positive and practical contribution to the industry and commerce in Namibia and beyond.

The qualification is a response to Namibia's human capital development demands projected in Namibia's National Human Resources Planning Report of 2030. Namibia is a developing economy that needs a cadre of men and women trained to manage businesses professionally. The qualification is concerned with the education and training of aspiring young managers who can initiate, improve efficiency and effectiveness business enterprises, thereby, creating work and wealth. Students are expected to acquire the critical marketing skills that both upcoming

entrepreneurs and today employers need and are looking for respectively.

Who is this qualification for?

This qualification targets individuals who aspires to become marketing practitioners in organisations involved in national, regional and international assignments in both the private and the public sectors, entrepreneurs seeking to understand marketing management.

Admission/Entry Requirements

Students will be admitted to this qualification if they hold a Namibia Senior Secondary Certificate Ordinary and Advanced Subsidiary Level (NSSCO/AS) with a minimum of 20 points and passed five subjects with a minimum of D in English.

1. Students may also enter through mature age entry /prior learning with three years relevant work experience.
2. Must be at least 25 years of age and have passed Junior School Certificate (Grade10).
3. Must have minimum of 3 years relevant work experience supported by a Letter(s) from employers.
4. Must sit for an entrance examination, details to be provided on application

Prospective applicants should pass the entry Aptitude Test of IUM.

Graduates of this qualification will be able to articulate to IUM's Diploma in marketing Management or any other qualification at NQF Level 6 at other institutions.

Meeting of these requirements will not automatically guarantee an acceptance into the programme. This can only be achieved after successful interview and/or aptitude placement tests. As determined by the IUM senate.

Qualification Duration

This qualification will be offered as a full/part time blended learning/ distance learning mode over a minimum period of 1 year and maximum of 2 years.

Outcome for the whole qualification

Holders of this qualification are able to:

- Identify the relevance of marketing concepts, and theories in evaluating the impacts of environmental changes on marketing planning, strategies and practices.
- State key marketing concepts, theories and techniques for analyzing a variety of marketing organizations.
- Outline the dynamic nature of the environment in which marketing decisions are taken and appreciate the implications for marketing strategy determination and implementation.
- Outline the marketing research process.

Articulation Possibilities

Certificate in Marketing Management (Level 5) grants admissions to Diploma in Marketing Management or any other related qualification at NQF Level 6. Students may also where applicable, move into other existing marketing professional qualifications offered by the University. Interfaculty students can apply for approval with the Deans of other Faculties to gain admission in Human Resources and Business Administration programmes.

Credit Transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing. To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses. The awarded credits are governed by the IUM degree programme rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements. Coursework will be evaluated for its current relevance

and may not transfer if the material is out-dated more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting. Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in degree qualification. Credits earned at IUM are also transferable to other institutions of higher learning.

Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit. The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgment of the IUM on this question shall be final. The IUM reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period. Students must score at least 50% in each course/coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Final Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination. A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of results. A student who

fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying a deficit of more than 30% of the courses or credits.

Candidates will be eligible to be awarded the Certificate in Marketing Management (Level 5). When they have passed all the required courses and successfully completed the education research project as specified in the relevant qualification regulations and have fulfilled any other additional requirements stipulated in the IUM student policies.

Awarding of the Qualification

Candidates will be eligible to be awarded the Certificate in Marketing Management when they have passed all the required courses and have fulfilled any other additional requirements stipulated in the IUM student policies.

Modes of Teaching and Learning

The teaching and learning processes will take place through face to face, blended learning lectures and e-learning lecturers, tutorial activities and discussions, collaborative group tasks, practical projects, tests and written assignments.

YEAR 1 (120 Credits)				
SEMESTER 1 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Applied English Language Skills	AEL40US	100	4	10
Basic IT Skills	BIT51US	100	5	10
Mathematics	MTH51US	100	5	10
Principles of Management	POM50US	100	5	10
Introduction to Entrepreneurship	IEN40US	100	4	10

Micro-economics	MIE50US	100	5	10
Total NQF Level 5 Credits		600		60

SEMESTER 2 (50 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Principles of Marketing	QM151US	100	5	10
Quantitative Method I	FAC51US	100	5	10
Financial Accounting I		100	5	10
Relationship Marketing	RMK50US	100	5	10
Critical Thinking Skills	CTS51US	100	5	10
Human Capital Management	HCM50US	100	5	10
Total NQF Level 5 Credits		600		60
Total Year 1 Hours & Credits		1200		120

DIPLOMA IN MARKETING MANAGEMENT (NQF LEVEL 6)

	Compulsory	Elective
Level 5 Credits	10	-
Level 6 credits:	216	-
Maximum Credits required	226	-

Rationale

Reducing poverty and inequalities is one of the key Namibian government's priority as summarized in the comprehensive Cabinet approved Vision 2030 and Harambee Prosperity Plan. One of the key outcomes for the successful implementation of Vision 2030 includes, a spirit of entrepreneurship resulting in an increased youth enterprise development. The modern business landscape environment requires a creative and innovative mind set. Therefore, the survival of an infant enterprise needs highly trained marketing practitioners with fundamental understanding of marketing concepts and the application thereof to market Brand Namibia and its tourist attractions. This qualification is developed in response to the demand in various sector of the economy as elaborated in chapter 2, 3 and 4 of Cabinet approved National Human Resources Plan 2010 -2025 (GRN National Planning Commission; 2012).

Diploma in Marketing Management (Level 6) is designed to produce aspiring marketing cadres for Namibia and beyond. The course is to contribute towards effective marketing in both private and public organisations and at the personal level. This qualification is designed to impart marketing skills which are useful for successful marketing careers, creation of thriving business relationship in the interactive task of market research, analysis of consumer behaviour, selling and promotion of services. The qualification is designed to teach the students the real life marketing tools required for employment and wealth creation in Namibia.

Purpose

Diploma in Marketing Management (Level 6) is designed to produce aspiring marketing cadres for Namibia and beyond. The Namibia Nation needs well trained people to market Brand Namibia and its tourist's attraction. This course will contribute towards effective marketing in both private and public organisations and at the personal level. The

graduates will be able to advance in developing their marketing expertise, students will gain significant level of knowledge and or experience of marketing goods or service in various industries to provide the graduate marketing manager with a forum (both written and oral) for presenting and defending their own marketing decisions and for critically examining and discussing the recommendations of others. The degree will produce graduates who will make a positive and practical contribution to the industry and commerce in Namibia and beyond. Various stakeholders were consulted in the review process of this qualification.

Key stakeholders consulted included the Namibia Institute of Public Administration and Management (NIPAM), The National Theatre of Namibia (NTN), The First National Bank of Namibia (FNB), Mobile Telecommunication Company (MTC).

Who is this qualification for?

The qualification is concerned with the education and training of aspiring young marketing practitioners, who can initiate, improve efficiency and effectiveness marketing enterprises, thereby, creating work and wealth. This qualification is designed for students willing to take up marketing assignments in both private and public organisations. It is structured to stretch and challenge the students to fulfil their true potential and to become defining players in the marketing management field. Furthermore, a key concern of the qualification is to impart contemporary management skills required for successful business. To be admitted into this qualification, a candidate must have at least successfully completed a Certificate of Marketing Management or obtained a recognised related qualification at NQF level 5 or equivalent.

Admission Requirements

To be admitted to this qualification, one shall have a Certificate in Marketing Management (Level 5) from IUM or any accredited, equivalent qualification at NQF level 5 from an accredited Institution.

Qualification Duration

This qualification will be offered as fulltime/part time/blended learning mode over a minimum period of two years and maximum of four years.

Outcomes for the whole qualification

Holders of this qualification are able to:

- Explain key marketing concepts, theories and techniques for analyzing a variety of marketing organizations.
- Discuss the dynamic nature of the environment in which marketing decisions are taken and appreciate the implications for marketing strategy determination and implementation.
- Identify and describe the relevance of E-marketing concepts, and theories in evaluating the impacts of environmental changes on marketing planning, strategies and practices.

Articulation Possibilities

Diploma in Marketing Management (Level 6) grants admissions to Bachelor Degree in Marketing Management or any other related qualification at Level 7.

Credit Transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses. The awarded credits are governed by the IUM degree programme rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements.

Coursework will be evaluated for its current relevance and may not transfer if the material is outdated more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting.

Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in degree qualification.

Credits earned at IUM are also transferable to other institutions of higher learning. Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgment of the IUM on this question shall be final.

The IUM reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Students need a 50% mark in continuous assessment (CA) to write the Formal Examination (FE). The final mark is weighted up of a 40% CA and 60% FE. A final mark of 50% (calculated from the CA mark and examination) has to be obtained to pass the course.

Final Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. To pass the course a student must not get less than 36% in the formal examination at the end of the course.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed.

Awarding of the Qualification

Candidates will be eligible to be awarded the Diploma in Marketing Management when they have passed all the required courses and have fulfilled any other additional requirements stipulated in the IUM student policies.

Teaching Methods/Strategies

A wide range of teaching methods will be employed by lecturers from traditional face to face lectures through to online blended learning, small decision-making groups, tutorial activities and discussions, collaborative group tasks, practical projects, tests and written assignments.

YEAR 1 (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Services Marketing	SVM60US	100	6	12
Macroeconomics	MRC60US	100	6	12
Intermediate Entrepreneurship and Innovation	IEI60US	100	6	12
Organizational Behaviour	OBE61US	100	6	12
Managing People	MAP61US	100	6	12
SEMESTER 2 (60credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Sales Management	SMA60UA	100	6	12
Financial Accounting II	FA260US	100	6	12

Quantitative Methods II	QM260US	100	6	12
E-Marketing	EMK60US	100	6	12
Total Year 2 Hours & Credits		600		60

YEAR 2 (118 credits)

SEMESTER 1 (48 Credits)

Course Title	Course Code	Hours	NQF Level	Credits
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Compulsory Courses

Human Asset Management	HAM60US	100	6	12
Events Planning	EVP60US	100	6	12
Advertising and Promotional Services	APS60US	100	6	12
Professional Communication	PRC60US	100	6	12

SEMESTER 2 (58 Credits)

Course Title	Course Code	Hours	NQF Level	Credits
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Compulsory Courses

Project Management	PMA60US	100	6	12
Management Information Systems	MIS60US	100	6	12
Product Management	PMA60US	100	6	12

Change Management	CHM60US	100	6	12
Marketing Management	MMA51US	100	5	10
Total		1000		118

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT (NQF LEVEL 5)

	Compulsory	Elective
Level 4 credits:	20	-
Level 5 credits	100	-
Minimum total credits required:	120	-

Rationale

The Government of the Republic of Namibia (GRN) adopted a long-term perspective plan namely Vision 2030. This national economic blueprint serves as a basis for planning Namibia's future. Vision 2030 envisages Namibia transitioning into an industrialised and globally competitive country of equal opportunity, realising its maximum growth potential in a sustainable manner, with improved quality of life for everyone. To achieve this goal, Namibia needs to develop human capital as well as institutional capacity to train people needed to meet the envisaged demand of Namibian human capital development. Developing human capital especially in human resource is not a sole responsibility of government. The corporate world, both private and public, has a social responsibility of complementing government efforts in the development of the requisite human resource skills toward a knowledge driven society.

The Certificate in Human Resource Management is designed to teach the students the real life human resource tools required for employment and wealth creation in Namibia. This certificate is designed to meet the challenges Namibia face with regard to lack of qualified human resource practitioners in the public and private sectors especially in the small and medium sectors . The qualification is therefore developed in the respond to Namibia's Human Capital Development demands projected as stipulated in Namibia's National Human Resources Planning Report of 2010-2025, chapter 1:19.

Purpose

Certificate in Human Resource Management (Level 5) is designed for people who are currently working and also those who are unemployed with an interest in developing their human resource expertise. Students will gain a significant level of knowledge and or experience and

understanding of human resource functions in private and public-sector organisational environments. These functions embrace human resource planning; competency-based training, recruitment, selection, placement, and orientation of employees; training and career development; labour relations; management of performance appraisal, total rewards programs; and development of personnel policies and procedures. The curriculum also extensively covers management and organisation theory, organisational behaviour and development approaches, labour relations theory and practice, and interpersonal skill development. The program prepares students for work in organisational administration and human resources in the for-profit, non-profit, or public sector. By properly selecting courses that are relevant to this discipline, the student is prepared for the certificate examinations at the end of the program.

Who is this qualification for?

The qualification is concerned with the training - of aspiring young managers who can initiate, improve efficiency and effectiveness of business enterprises, thereby, creating work and wealth.

Admission requirements

The entry requirements to the certificate in Human Resource shall be a Namibian Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), provided that the candidate has passed five subjects (including English at D) normally in not more than three examination settings with a minimum of 20-24 points on the IUM's evaluation scale. Students may enter through a mature age entry.

Qualification Duration

Fulltime/part-time/ Distance e-Learning mode- Minimum: 1 year;
Maximum 2 years

The qualification comprises of semesters per academic year, and there are two semesters: Semester 1 runs from January to June. Semester 2 runs from July to December.

Outcome for the whole Qualification

Holders of this qualification are able to:

- Demonstrate knowledge of human behaviour in organizations and the role of management strategies, including motivational theory to influence behaviour.
- Communicate management decisions via written memos, revising employee handbook policy, and oral presentations.
- Describe the concepts of human resources that apply to organisation activities, the employment function, and labour.
- Introduce core business ethics issues and ethical concepts relevant to resolving moral issues in business.
- Development approaches, labour relations theory and practice, and interpersonal skill development and how these could be blended into the vision and mission statements of the organisations for them to be able to compete in certain and uncertain environments.
- Review the characteristics of successful entrepreneurs and apply techniques for generating ideas to initiate a market analysis and supporting due-diligence assessment for a start-up business.

Articulation

A Certificate in Human resource management grants admission to a Diploma in Human Resource Management (Level 6). Furthermore, students may also where applicable, endeavour to take up challenges in existing human resource professional qualifications offered by the University.

Vertically, the certificate in Human Resource Management grants admission to a Diploma in Human Resource Management. Interfaculty students can apply for approval with the Deans of other Faculties for assessment to gain admission in marketing and Business Administration programmes.

Credit Transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to

achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses.

The awarded credits are governed by the IUM degree programme rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements.

Coursework will be evaluated for its current relevance and may not transfer if the material is out-dated more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting.

Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in the certificate qualification.

Credits earned at IUM are also transferable to other institutions of higher learning.

Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgment of the IUM on this question shall be final.

The IUM reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will

come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course/coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Final Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of the results. A student who fails a course with an overall mark of 36% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying a deficit of more than 30% of the courses or credits.

Awarding of the Qualification

Candidates will be eligible to be awarded the Certificate in Human Resource Management when they have passed all the required courses and have fulfilled any other additional requirements stipulated in the IUM student policies.

Teaching Methodology/Strategies

The teaching and learning processes will take place through Distance online lectures, tutorial activities and discussions, collaborative group tasks, practical projects, tests and written assignments.

YEAR 1 (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Mathematics		100	5	10
Applied English Language Skills		100	4	10
Principles of Management		100	5	10
Foundation of Human Resource Management		100	5	10
Introduction to Entrepreneurship		100	4	10
Micro-economics		100	5	10
Total NQF Level 4 & 5 Credits		600		60
SEMESTER 2 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Principles of Marketing		100	5	10
Human Capital Management		100	5	10
Basis IT Skills		100	5	10
Labour Relations I		100	5	10
Business Ethics		100	5	10
Relationship Marketing		100	5	10
Total NQF Level 4 & 5 Credits		600		60
Total Year 1 Hours & Credits		1200		120

DIPLOMA IN HUMAN RESOURCE MANAGEMENT (NQF LEVEL 6)

	Compulsory	Elective
Level 5 credits	40	
Level 6 credits:	168	-
Maximum Credits required	208	-

Rationale

The Government Republic of Namibia (GRN) adopted a long-term perspective plan namely Vision 2030. This national economic blue print serves as a basis for planning Namibia's future. Vision 2030 envisages Namibia transitioning into an industrialised and globally competitive country of equal opportunity, realising its maximum growth potential in a sustainable manner, with improved quality of life for everyone. In order to achieve this goal, Namibia needs to develop human capital as well as institutional capacity to train people needed to meet the envisaged demand of the Namibian human capital development. Developing human capital especially in human resource is not a sole responsibility of government. The corporate world, both private and public, has a social responsibility of complementing government efforts in the development of the requisite human resource skills toward a knowledge driven society.

The Diploma in Human Resource Management (Level 6) is designed to teach the students the real life human resource tools required for employment and wealth creation in Namibia. The qualification is developed to meet the challenges Namibia face with regard to lack of qualified human resource practitioners in the public and private sectors especially in the small and medium sectors. The qualification is therefore developed in the respond to Namibia's Human Capital Development demands projected as stipulated in Namibia's National Human Resources Planning Report of 2010-2025, chapter 1:19.

Purpose

This qualification is designed to instill skills which are useful for successful human resource careers, creation of vibrant organisational relationship and serving industries in providing the necessary skills. The qualification is designed to teach the students the real life human resource tools

required for employment and wealth creation in Namibia. Moreover, students will gain significant level of knowledge and or experience and understanding of human resource functions in private and public-sector organisational environments. The qualification prepares students for work in organisational administration and human resources for-profit, non-profit, or public sector. By properly selecting courses that are relevant to this discipline, the student is prepared for the certificate examinations at the end of the qualification.

Who is this qualification for?

The qualification is designed for people who are currently working and also those who are unemployed with an interest in developing their human resource expertise, students will gain a significant level of knowledge and or experience and understanding of human resource functions in private and public-sector organizational environments.

Admission requirements

The entry requirements for this undergraduate diploma in Human Resources shall be. A Certificate in Human Resources Management at NQF level 5. A recognised qualification at NQF level 5 or equivalent qualification. Students may enter through a Mature age entry, provided that they are 25 years old or over in the year in which is sought have at least 2 years' experience; have at least a pass at grade 10. Meeting these requirements will not automatically guarantee acceptance into the programme. This can only be achieved after successful interview and/or aptitude placement tests. As determined by the IUM senate.

Qualification duration

This qualification will be offered on full-time/part-time and blended learning mode over a minimum period of 2 years and a maximum of 4 years. The qualification comprises of semesters, per academic year there are two (2) semesters. Semester 1 runs from January to June. Semester 2 runs from July to December.

Outcome for whole qualification

Holders of this qualification are able to:

- Administer and contribute to the design and evaluation of the performance management program.

- Develop a basic understanding of individual behaviour and explore issues of motivation, communication, leadership, decision-making, careers, power and organisational change.
- Describe current law, rules, and regulations related to settling business disputes
- Apply Management Information Systems knowledge and skills learned to facilitate the acquisition, development, deployment, and management of information systems.
- Manage people, processes and resources within a diverse organization.
- Synthesize human resource planning, strategic planning, recruitment, selection, and performance management of employees in the organisational setups.

Articulation

Vertically, the Diploma in Human Resource Management grants admission to Bachelor Degree in Human Resource Management. Interfaculty students can apply for approval with the Deans of other Faculties for assessment to gain admission in marketing and Business Administration qualification programmes.

Horizontally, students may, where applicable, move into existing or new related business and management qualifications.

Credit Transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses.

The awarded credits are governed by the IUM degree programme rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements.

Coursework will be evaluated for its current relevance and may not transfer if the material is out-dated more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting.

Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in degree qualification.

Credits earned at IUM are also transferable to other institutions of higher learning.

Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgment of the IUM on this question shall be final.

The IUM reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course/coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Final Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying a deficit of more than 30% of the courses or credits.

Awarding of the Qualification

Candidates will be eligible to be awarded the Diploma in Human Resource Management when they have passed all the required courses and have fulfilled any other additional requirements stipulated in the IUM student policies.

Teaching Methodology/Strategies

The teaching and learning processes will take place through Virtual or instruction led lectures, tutorial activities and discussions, collaborative group tasks, practical projects, tests and written assignments.

YEAR 1 (116 Credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				

Human Resource Development		120	6	12
Macroeconomics		120	6	12
Intermediate Entrepreneurship and Innovation		120	6	12
Organizational Behaviour		120	6	12
Managing People		120	6	12
YEAR 1				
SEMESTER 2 (56 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Business Law		120	6	12
Principles of Management		120	5	10
Labour Relations II		120	6	12
Management Information Systems		120	6	12
Critical Thinking Skills		100	5	10
YEAR 2 (92 credits)				
SEMESTER 1 (46 Credits)				

Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Human Asset Management		120	6	12
Labour Relations and Acts		120	6	12
Marketing Management		120	6	12
Human Resource Management I		100	5	10
YEAR 2				
SEMESTER 2 (46 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Professional Communication		120	6	12
Competency-based Training and Development		120	6	12
Management Organisation		100	5	10
Human Resource Management II		120	6	12
Total		1200		208

BACHELOR IN HUMAN RESOURCE MANAGEMENT (NQF LEVEL 7)

	Compulsory	Elective
Level 4 credits:	20	-
Level 5 credits	80	-
Level 6 credits:	144	-
Level 7 credits:	126	-
Maximum Credits required	370	-

Rationale

The Bachelor of Human Resource Management is designed to teach the students the real life human resource tools required for employment and wealth creation in Namibia. This is the response to the challenges for a National Human Resource Plan in Namibia while responding to Namibia's Human Capital Development demands projected in Namibia's National Human Resources Planning Report of 2010-2025, chapter 1:19.

The Government Republic of Namibia (GRN) adopted a long-term perspective plan namely Vision 2030. This national economic blue print serves as a basis for planning Namibia's future. Vision 2030 envisages Namibia transitioning into an industrialised and globally competitive country of equal opportunity, sustainably realising its maximum growth potential, with improved quality of life for everyone. To achieve this goal, Namibia needs to develop human capital as well as institutional capacity to train people needed to meet the envisaged demand of the Namibian human capital development. Developing human capital especially in human resource is not the sole responsibility of government. The corporate world, both private and public, has a social responsibility of complementing government efforts in the development of the requisite human resource skills toward a knowledge driven society.

Purpose

This qualification is designed to instil skills which are useful for successful human resource careers, the creation of vibrant organisational relationships and serving industries in providing the necessary skills such

as communication skills, problem-solving skills, and human management skills in an organisation. The qualification is designed to teach the students the real-life human resource tools required for employment and wealth creation in Namibia.

Students will gain experience and understanding of human resource functions in private and public-sector organisational environments. These functions embrace human resource planning; competency-based training, recruitment, selection, placement, and orientation of employees; training and career development; labour relations; management of performance appraisal, total rewards programs; and development of personnel policies and procedures. The program prepares students for work in organisational administration and human resources in the for-profit, non-profit, or public sector.

The review process was initiated within the institution through consultations with former students, current students, academic staff and relevant subcommittees of the senate. This was followed by consultative meetings with selected employers such as The Ministry of Labour Industrial Relations & Employment Creation, the Namibia Institute of Public Management (NIPAM), the Bank of Namibia, Office of the Judiciary, and the Ministry of Public Enterprises, letters of support were provided to the faculty. The reviewed Bachelor of Human Resource Management (Level 7) was compiled and circulated to members of the Faculty Advisory Board, as well as academic peers for further refinements. Local and international benchmarking was also done against relevant programmes at the following institutions: NUST, University of Johannesburg and University of Western Sydney.

Who is this qualification for?

The qualification is concerned with the education and training of aspiring human Resource experts who can initiate, and improve work efficiency and effectiveness in business enterprises.

Admission requirements

The admission requirements to the Bachelor Degree of Human Resources shall be a Grade 11 Certificate, provided that the candidate has passed five subjects (including English at D) normally in not more than three examination sittings with a minimum of 25 points on the IUM's evaluation scale. A Namibia Senior Secondary Certificate Ordinary and Advanced

Subsidiary Level (NSSCO/AS) (or a combination of both), provided that the candidate has passed five subjects (including English at D) normally in not more than three examination sittings with a minimum of 25 points on the IUM's evaluation scale. Students will also be admitted if they possess a recognised diploma at NQF level 6 or equivalent qualification. Candidates can also be admitted through Mature age, provided that they:

- a. Are 25 years old or over in the year in which admission is sought
- b. Have at least 2 years' experience
- c. Have at least a pass at grade 10
- d. Provide a suitable reference relating to work experience
- e. Meeting of these requirements will not automatically guarantee an acceptance into the programme. This can only be achieved after successful interview and/or aptitude placement tests as determined by the IUM senate.

Qualification duration

Fulltime/Part-time Blended learning mode - Minimum: 3 Years; Maximum: 5 Years.

The qualification comprises of semesters, per academic year there are two (2) semesters. Semester 1 runs from January to June. Semester 2 runs from July to December.

Outcome for the whole qualification

Holders of this qualification are able to:

- Develop an understanding about the functions of Human Resource Management.
- Identify current research and practices on key human capital issues such as people management practices, employee engagement, creating a culture of creativity and innovation in an organisational setup.
- Discuss the nature of the employment relations in Namibia.

- Discuss the necessary people management skills required from the line managers and Human Resource specialist.
- Discuss the human resources cycle and various elements of a human resources strategy necessary for integration in the organisation.
- Explain employee health and safety responsibilities as outlined in the organisational policies and programs.

Articulation

Bachelor of Human Resource Management gives students admission to a Bachelor Honours Degree in Human Resource Management. Furthermore, students may also where applicable, endeavour to take up challenges in existing human resource professional qualifications offered by the University (e.g., Honours Degree in Human Resource Management).

Vertically, the Bachelor's Degree in Human Resource Management grants admission to a Bachelor Honours Degree in Human Resource Management. Interfaculty students can apply for approval with the Deans of other Faculties for assessment to gain admission in marketing and Business Administration programmes.

Credit Transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses.

The awarded credits are governed by the IUM degree programme rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements.

Coursework will be evaluated for its current relevance and may not be transferred if the material is outdated more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting.

Credits earned at an accredited institution may not transfer unless the credit earned is equivalent to courses offered in degree qualification.

Credits earned at IUM are also transferable to other institutions of higher learning.

Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgment of the IUM on this question shall be final.

The IUM reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course/coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Final Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying a deficit of more than 30% of the courses or credits.

Internship

All third-year students should acquire 30 internship credits through securing an internship in various industries. The internship programme is meant to engage students in work-related learning. This is done in different organization set-ups such as in the public or private sector institutions. The internship experience amounts to 300 hours per year. The internship is examinable and is a requirement for graduation. Assessment is done by means of observation of the student by the intern's supervisor and by submission of an internship evaluation report. The students who fail to attach to a business enterprise do a business case analysis in which they get a deeper understanding of how enterprises are run.

Awarding of the Qualification

Candidates will be eligible to be awarded the Bachelor of Human Resources Management when they have passed all the required courses and have fulfilled any other additional requirements stipulated in the IUM student policies.

Teaching Methodology/Strategies

The teaching and learning processes will take place through lectures, tutorial activities and discussions, collaborative group tasks, practical projects, tests and written assignments.

YEAR 1 (122 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Mathematics		100	5	10
Basic IT Skills		100	5	10
Microeconomics		100	5	10
Applied English Language Skills		100	4	10
Introduction to Entrepreneurship		100	4	10
Foundation of Human Resource Management		100	5	10
SEMESTER 2 (52 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Human Capital Management		100	5	10
Management Information Systems		120	6	12
Business Ethics		100	5	10
Labour Relations I		100	5	10
Management Organisation		100	5	10
Total				112
YEAR 2 (120 Credits)				
Semester 1 (60 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Human Resource Development		120	6	12
Macroeconomics		120	6	12
Intermediate Entrepreneurship and Innovation		120	6	12

Managing People		120	6	12
Organisational Behaviour		120	6	12
Semester 2 (Credits 60)				
Course Title	Course Code	Hours	NQF Level	Credits
Business Law		120	6	12
Human Asset Management		120	6	12
Competency- based Training Development		120	6	12
Labour Relations II		120	6	12
Professional Communication		120	6	12
Total				120
YEAR 3 (Credits 138)				
Semester 1 (Credits 84)				
Course Title	Course Code	Hours	NQF Level	Credits
Talent Management and Workforce Development		120	7	12
Strategic Human Resource		120	7	12
Project Management		120	6	12
Labour Relations III		120	7	12
Research Methodology		240	7	24
Strategic Entrepreneurship		120	7	12
Semester 2 (Credits 54)				
Course Title	Course Code	Hours	NQF Level	Credits
Employee Health and Safety		120	7	12
Labour Economics		120	7	12
Internship		300	7	30
Total				138

BACHELOR OF MARKETING MANAGEMENT (NQF LEVEL 7)

	Compulsory	Elective
Level 4 credits:	20	-
Level 5 credits:	130	-
Level 6 credits:	96	-
Level 7 credits:	114	-
Minimum total credits required:	360	-

Rationale

Reducing poverty and inequalities is one of the key Namibian government's priorities as summarized in the comprehensive Cabinet approved Vision 2030 and Harambee Prosperity Plan. One of the key outcomes for the successful implementation of Vision 2030 includes, a spirit of entrepreneurship resulting in an increased youth enterprise development. The modern business landscape environment requires a creative and innovative mindset. Therefore, the survival of an infant enterprise needs highly trained marketing practitioners with a fundamental understanding of marketing concepts and the application thereof to market Brand Namibia and its tourist attractions. This qualification is developed in response to the demand in various sectors of the economy as elaborated in chapters 2, 3 and 4 of Cabinet approved National Human Resources Plan 2010-2025 (GRN National Planning Commission; 2012).

This qualification is designed to produce aspiring marketing professionals for Namibia and beyond. The course is to contribute towards effective marketing in both private and public organisations and at the personal level. This qualification is designed to impart marketing skills which are useful for successful marketing careers, the creation of thriving business relationships in the interactive task of market research, analysis of consumer behaviour, and selling and promotion of services. The qualification is designed to equip students with the necessary skills and knowledge to contribute business success and wealth creation in Namibia.

Purpose

The purpose of this qualification is designed to make a positive contribution to Marketing Management in Namibia and the world at large. It aims to produce effective marketing cadre of students for Namibia and beyond. The course will ensure effective marketing skills in both private and public organisations. It will produce people who will make practical contribution to the industry and commerce in Namibia and beyond. The qualification is a response to Namibia's human capital development demands projected in Namibia's National Human Resources Planning Report of 2030. Namibia is a developing economy that needs a cadre of men and women trained to manage businesses professionally.

This qualification aims to apply key marketing concepts, theories and techniques for analysing a variety of marketing organizations, report the dynamic nature of the environment in which marketing decisions are taken and appreciate the implications for marketing strategy determination and implementation. It further aims to use marketing concepts, and theories in evaluating the impacts of environmental changes on the marketing industry and help to produce international marketing strategies for various organizations. Key stakeholders consulted included the Namibia Institute of Public Administration and Management (NIPAM), The National Theatre of Namibia (NTN), The First National Bank of Namibia (FNB), Mobile Telecommunication Company (MTC).

Who is this qualification for?

This qualification targets individuals aspiring to be marketing professionals or marketing consultants in organisations involved in national, regional and international assignments in both the private and the public sectors, entrepreneurs seeking to understand marketing management and those who want to become supervisors and managers in their workplaces.

Admission requirements

To be admitted to this qualification a candidate must have a Namibia Senior Secondary Certificate (NSSCO) at Ordinary or Advanced Subsidiary (AS) Level with a minimum of 25 points in five best subjects including English with a minimum of a D symbol or equivalent. Candidates can also be admitted through Mature Age Entry. Those who hold a Diploma in Marketing Management (Level 6) or its equivalent can also be considered for admission.

Qualification duration

This qualification will be offered on a full/part-time/blended learning mode over a minimum period of 3 years and a maximum of 5 Years.

Outcome for the whole qualification

Holders of this qualification are able to:

- Apply key marketing concepts, theories and techniques for analysing a variety of marketing organizations.
- Examine the dynamic nature of the environment in which marketing decisions are taken and appreciate the implications for marketing strategy determination and implementation.
- Use marketing concepts and theories in evaluating the impacts of environmental changes on marketing planning, strategies and practices.
- Appraise international marketing strategies for various organizations.

Articulation

Bachelor of Marketing Management at NQF Level 7 grants admissions to the Bachelor of Marketing Management Honours or any other related qualification at NQF Level 8.

Credit Transfer

Credit is the value assigned to recognise equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing. To be awarded these credits, the IUM will need to assess the courses or combination of courses as equivalent to IUM courses. The awarded credits are governed by the IUM degree programme rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibia Qualifications Authority

requirements. Coursework will be evaluated for its current relevance and may not transfer if the material is outdated by more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting. Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in degree qualification. Credits earned at IUM are also transferable to other institutions of higher learning. Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit. The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgment of the IUM on this question shall be final. The IUM reserves the right to reject transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Students need a 50% mark in continuous assessment (CA) to write the Formal Examination (FE). The final mark is weighted 40% CA average and 60% in the FE. A final mark of 50% (calculated from the CA mark and examination)) has to be obtained to pass the course.

Final examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. To pass the course a student must not get less than 36% in the Formal Examination at the end of the course.

Supplementary examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying a deficit of more than 30% of the courses or credits.

Internship

All third-year students should acquire 30 internship credits through securing an internship in various industries. The internship programme is meant to engage students in work related learning. This is done in different organization set-up such as in the public or private sector institutions. The internship experience amounts to 300 hours per year. The internship is examinable and is a requirement for graduation. Assessment is by means of observation of the student by the intern's supervisor and by submission of an internship evaluation report. The students who fail to attach with a business enterprise do a business case analysis in which they get a deeper understanding of how enterprises are run.

Awarding of the Qualification

Candidates will be eligible to be awarded the Bachelor of Marketing Management when they have passed all the required courses and have fulfilled any other additional requirements stipulated in the IUM student policies.

Teaching methods/strategies

A wide range of teaching methods will be employed by lecturers from traditional face-to-face lectures to online blended learning, small decision-making groups, tutorial activities and discussions, collaborative group tasks, practical projects, tests and written assignments.

YEAR 1 (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Applied English Language Skills	AEL40US	100	4	10
Basic IT Skills	BIT41US	100	5	10
Mathematics	MTH51US	100	5	10

Principles of Management	POM50US	100	5	10
Introduction to Entrepreneurship	IEN40US	100	4	10
Micro Economics	MIE50US	100	5	10
Total NQF Level 4 Credits				60
SEMESTER 2 (60credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Principles of Marketing	PMK50US	100	5	10
Quantitative Methods I	QM151US	100	5	10
Financial Accounting I	FAC51US	100	5	10
Relationship Marketing	RMA50US	100	5	10
Critical Thinking Skills	CTS51US	100	5	10
Human Capital Management	HCM50US	100	5	10
Total NQF Level 5 Credits				60
Total Year 1 Hours & Credits		1200		120
YEAR 2 (114 credits)				
SEMESTER 1 (56credits)				

Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Intermediate Entrepreneurship and Innovation	IEI60US	120	6	12
Organizational Behavior	OBE61US	120	6	12
Marketing Management	MMA51US	100	5	10
Services Marketing	SVM60US	120	6	12
Business Communication		120	6	12
Total NQF Level 6 Credits				56
SEMESTER 2 (58 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Communication Skills	QM261US	100	5	10
E-Marketing	PRC60US	120	6	12
Sales Management	OPM60US	120	6	12
Management Information System	MAC61US	120	6	12
Business Law	BLA61US	120	6	12
Total NQF Level 6 Credits		580		58

Total Year 2 Hours & Credits				114
YEAR 3 (126 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Strategic Entrepreneurship	SEN70US	120	7	12
Advertising and Promotional Services	APS60US	120	6	12
Strategic Management	SMN70US	120	7	12
International Marketing	INM70US	120	7	12
Research Methodology	RME70US	120	7	12
Total NQF Level 7 Credits				60
SEMESTER 2 (66 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Business Logistics and Supplies Chain Management	BLS70US	120	7	12
Total Quality Management	TQM70US	120	7	12
Marketing Research	MRP70US	120	7	12
Internship	IN370US	300	7	30
Total Credits		660		66

BACHELOR IN HUMAN RESOURCE MANAGEMENT HONOURS (NQF LEVEL 8)

	Compulsory	Elective
Level 8 credits:	128	-
Maximum Credits required	128	-

Rationale

The Bachelor Honours Degree in Human Resource Management is designed to equip students with a comprehensive theoretical and practical understanding of key human resource concepts, techniques and issues required for employment and wealth creation in Namibia. This is the response to the challenges for a National Human Resource Plan in Namibia while responding to Namibia's Human Capital Development demands projected in Namibia's National Human Resources Planning Report of 2010-2025, chapter 1:19. The Government of the Republic of Namibia (GRN) adopted a long-term perspective plan namely Vision 2030. This national economic blue print serves as a basis for planning Namibia's future. Vision 2030 envisages Namibia transitioning into an industrialised and globally competitive country of equal opportunities, realising its maximum growth potential in a sustainable manner, with improved quality of life for everyone. To achieve this goal, Namibia needs to develop human capital as well as institutional capacity to train people needed to meet the envisioned demand of Namibian human capital development. Developing human capital, especially in the field of human resources is not the sole responsibility of the government but specifically for educational institutions. The corporate world, both private and public, has a social responsibility of complementing government efforts in the development of the requisite human resource skills toward a knowledge-driven society.

Purpose

This qualification was designed to equip students with advanced specialised skills in the field of human resources for the creation of vibrant organisational relationships and serving industries in providing the necessary skills. The curriculum also extensively covers strategic human resources, workers' rights and performance, corporate governance, management and organisation theory, organisational

behaviour and development approaches, labour relations theory and practice, interpersonal skill development, and leadership dynamics. The program prepares students for work in organisational administration and human resources in the for-profit, non-profit, or public sector.

In addition to the theoretical knowledge and skills through appropriate internship experience at the Bachelor Degree, this qualification will allow students to construct meaningful research methodologies by partaking in practical research projects. Students will select relevant topics on real issues and produce concrete reports with relevant solutions to real problems. This will strengthen the research and development (RD) activities of the economy to foster the realisation of Namibia's Vision 2030.

To be admitted to a Bachelor of Human Resource Management Honours a student should have a Bachelor of Human Resource Management or equivalent qualifications. This qualification (Bachelor of Human Resource Management Honours) grants admission to Masters in Human Resource Management or related field at NQF Level 9.

Who is this qualification for?

This qualification is designed for those who work in organisational administration and human resources in the for-profit, non-profit, or public sector.

Admission requirements

The entry requirements for the Bachelor in Human Resource Management Honours shall be a recognised Bachelor qualification at NQF level 7 or equivalent.

Qualification duration

Fulltime/Part-time Blended Learning mode - Minimum: 1 Year; Maximum: 2 Years.

The qualification comprises of semesters, per academic year there are two (2) semesters. Semester 1 runs from January to June and semester 2 runs from July to December.

Outcomes for whole qualification

Holders of this qualification are able to:

- Evaluate and implement a leadership strategic approach to human resource management and explain the necessary alignment between an organisation's corporate strategy and its human resource strategy.
- Design the human resource information system to analyse the gaps, lapses, irregularities, and shortcomings, in the implementation of the policies, procedures, practices, and directives.
- Analyse the theory, processes, and practices of negotiation, conflict resolution, relationship management and organisational practices with requirements arising from collective bargaining and governmental laws.
- Develop Human Resource policies/tools (recruitment and selection processes induction and performance reward systems) and analyse a range of international and comparative employment systems and procedures that can be used to evaluate staff performance appraisals.
- Apply entrepreneurial strategies and business operating models required to operationalise a business plan estimate business operation.
- Produce a standard research proposal and research project reports that demonstrate evidence of independent research work.

Articulation

Bachelor Honours Degree in Human Resource Management gives students admissions to a Master's Degree in Human Resource Management level 9. Furthermore, students may also where applicable, endeavour to take up challenges in existing human resource professional qualifications offered by the University (e.g., Master's Degree in Human Resource Management). Interfaculty students can apply for approval with the Deans of other Faculties for assessment to gain admission in marketing and Business Administration programmes.

Credit transfer

Credit is the value assigned to recognise equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses.

The awarded credits are governed by the IUM degree programme rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements.

Coursework will be evaluated for its current relevance and may not transfer if the material is out-dated more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting.

Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in degree qualification.

Credits earned at IUM are also transferable to other institutions of higher learning.

Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgment of the IUM on this question shall be final.

The IUM reserves the right to cancel transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course/coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Final Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying a deficit of more than 30% of the courses or credits.

Research Project

Taken in the last year of study, the human resource management research project is meant to engage students in research with a faculty member designated to a student by the faculty in order to generate knowledge necessary to complete all the requirements for the award of the qualification.

Each student must independently complete a 10,000 – 15, 000 words research project. The research should be original on a topic related to teaching and learning. The research should have a clear defined problem statement, a review of the existing literature on the chosen topic, original evidence offered to support research project, consideration of alternative rival hypothesis, and a conclusion with recommendations.

Awarding of the Qualification

Candidates will be eligible to be awarded the Bachelor of Human Resource Management Honours when they have passed all the required courses and have fulfilled any other additional requirements stipulated in the IUM student policies.

Teaching methodology/strategies

The teaching and learning processes will take place through lectures, tutorial activities and discussions, collaborative group tasks, practical projects, tests and written assignments.

YEAR 1 (Credits 128)				
SEMESTER 1 (48 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Labour Relations IV	LRS80US	120	8	12
Ethics and Leadership Dynamics	EBE80US	120	8	12
Information Systems in Human Resource and Policies	ISM80US	120	8	12
Applied Entrepreneurship		120	8	12

Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Strategic Human Resources: Case Analysis	HCA80US	120	8	12
Employee Performance Management	EPM80US	120	8	12
Research Project	XHR80US	120	8	32
Negotiation and Conflict Management	NCF80US	120	8	12
Comparative Employment Systems	CES80US	120	8	12
Total				128

BACHELOR OF MARKETING MANAGEMENT HONOURS (NQF LEVEL 8)

	Compulsory	Elective
Level 8 credits:	126	-
Maximum Credits required	126	-

Rationale

Reducing poverty and inequalities is one of the key Namibian government's priority as summarized in the comprehensive Cabinet approved Vision 2030 and Harambee Prosperity Plan. One of the key outcomes for the successful implementation of Vision 2030 includes, a spirit of entrepreneurship resulting in increased youth enterprise development. The modern business landscape environment requires a creative and innovative mindset. Therefore, the survival of an infant enterprise needs highly trained marketing practitioners with fundamental understanding of marketing concepts and the application thereof to market Brand Namibia and its tourist attractions. This qualification is developed in response to the demand in various sectors of the economy as elaborated in chapter 2, 3 and 4 of Cabinet approved National Human Resources Plan 2010 -2025 (GRN National Planning Commission; 2012).

Bachelor in Marketing Management Honours is designed to produce aspiring marketing managers for Namibia and beyond. The qualification is aimed to contribute towards effective marketing in both private and public organisations and at the personal level. In addition, this qualification is designed to impart marketing skills which are useful for successful marketing careers, creation of thriving business relationship in the interactive task of market research, analysis of consumer behaviour, selling and promotion of services. The qualification is designed to equip students with the necessary skills and knowledge to contribute to business success and wealth creation in Namibia.

Purpose

The Bachelor of Marketing Management Honours is designed to provide the graduate marketing managers with the ability (both written and oral) for presenting and defending their own marketing decisions and for critically examining and discussing the recommendations of others. The

degree will produce graduates who will make a positive and practical contribution to the marketing industry in Namibia and beyond. The qualification is a response to Namibia's human capital development demands projected in Namibia's National Human Resources Planning Report for the period 2010 - 2025. Namibia is a developing economy that needs a cadre of men and women trained to improve and better manage the marketing industry professionally. The qualification is concerned with the education and training of aspiring young marketing managers and marketing consultants who can initiate, improve efficiency and effectiveness in business enterprises, thereby, creating work and wealth. Students are expected to acquire the critical advanced marketing skills, leadership, team building, and communications skills that both upcoming marketing managers and today's employers need and are looking for respectively.

Various stakeholders were consulted in the review process of this qualification. Key stakeholders consulted included the Namibia Institute of Public Administration and Management (NIPAM), the National Theatre of Namibia (NTN), the First National Bank of Namibia (FNB), and the Mobile Telecommunication Company (MTC).

Who is this qualification for?

This qualification targets individuals aspiring to be marketing managers and marketing consultants involved in both the private and the public sectors. It seeks to empower marketing managers, and entrepreneurs seeking to understand marketing management.

Admission requirements

To be admitted to study for this qualification, one shall have satisfied the minimum conditions for entry to the Bachelor Honours degree studies at this University as prescribed under the entry requirements in the IUM General Academic Regulations. This requires a Bachelor of Marketing Management at NQF Level 7 or any related qualification at NQF Level 7 or equivalent qualification from a recognized institution.

Qualification duration

This qualification will be offered on a full /part-time blended learning mode over a minimum period of 1 year and a maximum of 2 years.

Outcomes for whole qualification

Holders of this qualification are able to:

- Evaluate the advanced management knowledge and how it links to the discipline of marketing.
- Examine and assess an organization's internal conditions, as well as the external environment, and link its resources with desirable marketing options.
- Analyse the critical selection of secondary and primary research information and process the information for the purpose of producing a marketing research report.
- Appraise the success of the strategic marketing process as input for future decisions.
- Assess and master life-long learning strategies in the field of marketing management.

Articulation

Bachelor of Marketing Management Honours grants admissions to the Masters in Business Administration (Marketing specialisation) or any related qualification at NQF Level 9. Students may also where applicable, move into other existing marketing professional qualifications.

Credit transfer

Credit is the value assigned to recognise equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing. To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses. The awarded credits are governed by the IUM degree programme rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements. Coursework will be evaluated for its current relevance

and may not transfer if the material is outdated more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting. Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in degree qualification. Credits earned at IUM are also transferable to other institutions of higher learning.

Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit. The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory.

The judgment of the IUM on this question shall be final. The IUM reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Students need a 50% mark in continuous assessment (CA) to write the Formal Examination (FE). The final mark is weighted 40% CA and 60% FE. A final mark of 50% (calculated from the CA mark and examination) has to be obtained to pass the course.

Final Examinations

The final examination counts for 60% of the final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examination will be of three hours duration. To pass the course a student must not get less than 36% in the formal examination at the end of the course.

Supplementary Examinations

Students who fail a course with an overall mark of 40-49% are eligible to sit for a supplementary examination. A student who fails the research project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication results. A student who fails a course with an overall mark of 39% and below will be

required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying a deficit of more than 30% of the courses or credits.

Research Project

The research project is meant to engage students in business research with an assigned supervisor, who is a faculty member designated to a student by the faculty to generate knowledge necessary to complete all the requirements for the award of the qualification.

Each student must independently complete a research project. The research should be original on a topic related to Marketing Management. The research should have a clearly defined problem statement, a review of the existing literature on the chosen topic, original evidence offered to support the research project, consideration of alternative rival hypotheses and a conclusion with recommendations. Upon completion of writing the research project, the student would be required to submit a spiral-bound copy project panel for final assessment.

Awarding of the Qualification

Candidates will be eligible to be awarded the Bachelor of Marketing Management Honours when they have passed all the required courses and have fulfilled any other additional requirements stipulated in the IUM student policies.

Teaching methods/ strategies

The teaching method adapted for this programme is student-centred learning. Emphasis will be placed upon the need for a student to read extensively in each of the subjects. Each student will be mentored to appreciate that one will be expected to be responsible for one's own learning. The role of the lecturer, therefore, is to stimulate learning and to support and guide that process.

A wide range of teaching strategies will be employed by lecturers from traditional lectures, tutorial activities and discussions, flipped classroom, collaborative group tasks, practical projects, tests and written assignments.

YEAR 4 (130 Credits)					
SEMESTER 1 (60 Credits)					
Course Title	Course Code	Hours	NQF Level	Credits	
Compulsory Courses					
Marketing Communication	MKC80US	120	8	12	
Applied Entrepreneurship Management	AEN80US	120	8	12	
Product Development	PCT80US	120	8	12	
Strategic Marketing I	SM181US	120	8	12	
Game Theory for Managers	CTH80US	120	8	12	
Total NQF Level 8 Credits				60	
SEMESTER 2 (66 Credits)					
Course Title	Course Code	Hours	NQF Level	Credits	
Compulsory Courses					
Consumer Behaviour		120	8	12	
Retail Marketing		120	8	12	
Strategic Marketing II		120	8	12	
Research Project		130	8	30	
Total NQF Level 8 Credits				66	
Total Year 1 Hours & Credits		1260		126	

CERTIFICATE IN FINANCE MANAGEMENT (NQF LEVEL 6)

	Compulsory	Elective
Level 4 credits:	20	-
Level 5 credits:	100	-
Minimum total credits required:	120	-

Rationale

The aspect of Finance Management is so much a part of our everyday lives. Therefore, we can rarely, if ever, stop considering what it is like, how it functions and the major role it plays in social organisations. This qualification was designed in response to the national need for professional financial practitioners in the Human Resource Strategic Plan 2025, page 63, which highlights the critical skills shortage and due to emerging Small Medium Enterprises (SMEs) businesses. This will hone their financial thinking, and therefore, prepare them for rewarding careers and enriched lives in a rapidly changing world. Various areas of Finance Management are explored to develop students' thinking to be competently ready for the world of work.

Purpose

The purpose of a certificate in finance management is to provide and equip students with academic, professional and practical experience in general administration and finance. The competency and skills gained in the qualification provide the entry-level to career opportunities in accounting and finance. The qualification will greatly contribute to the finance, administration and all other economic sectors, in response to the national need for professional financial practitioners as highlighted in the Human Resource Strategic Plan 2025 which underscores the critical skills shortage of professional financial practitioners generally due to emerging Small Medium Enterprises (SMEs) businesses.

The key notable stakeholders consulted for their valuable input in the review process included the students, the Ministry of Industrialisation, the Trade and SME Development, the Ministry of Finance, the National Planning Commission, the National Statistics Agency, the Road Fund Administration, the Bank of Namibia and the Development Bank of Namibia.

Who is this qualification for?

The qualification is designed for individuals interested in a range of work sectors related to finance, financial management and accounting, among others.

Admission/Entry requirements

Students will be admitted to this qualification if they hold a Namibia Senior Secondary Certificate Ordinary and Advanced Subsidiary Level (NSSCO/AS) with a minimum of 20 points and have passed five subjects with a minimum of D in English.

Students may also enter through mature age entry /prior learning with three years relevant work experience.

1. Must be at least 25 years of age and have passed Junior School Certificate (Grade 10).
2. Must have minimum of 3 years relevant work experience supported by a letter/letters from employers.
3. Must sit for an entrance examination, details to be provided on the application.

Prospective applicants should pass the entry Aptitude Test of IUM.

Meeting of these requirements will not automatically guarantee acceptance into the programme. This can only be achieved after successful interview and/or aptitude placement tests. As determined by the IUM senate.

Qualification duration

This qualification will be offered as a full/part-time blended learning mode over a minimum period of 1 year and a maximum of 2 years.

Outcomes for whole qualification

Holders of this qualification are able to:

- Explain the different branches of the accounting and recording process.

- Describe the communication process in an organisation.
- Recall the information technology applications used in business.
- Calculate and use basic mathematical models to solve business problems.
- Apply mathematics and quantitative models in business and finance transactions.
- Prepare management reports and statements, including trial balance, bank reconciliation, VAT returns and other statutory financial remittances.

Articulation

Graduates of this qualification will be able to articulate to IUM's Diploma in Finance Management or any other qualification at NQF Level 6 at other institutions.

Credit transfer

Credit is the value assigned to recognise equivalence in content and learning outcomes between different types of learning and/or qualifications. The credits given reduce the length of learning required to achieve a qualification and may be through credit transfers, articulation, recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses. The awarded credits are governed by the IUM certificate programme rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning and the course is equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements.

Coursework will be evaluated for its current relevance and may not transfer if the material is outdated more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting.

Credit earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in degree qualification.

Credits earned at IUM are also transferable to other institutions of her learning. Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it has determined through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgement of the IUM on this question shall be final.

The IUM reserves the right to disallow transfer of credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Students need a 50% mark in continuous assessment (CA) to write the Formal Examination (FE). The final mark is weighted 40% CA and 60% FE. A final mark of 50% (calculated from the CA mark and examination) has to be obtained to pass the course.

(a) Final examination

The final examination counts for 60% of the final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examination will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

(b) Supplementary examination

Students who fail a course with an overall mark of 40-49% are eligible to sit for supplementary examination. A student who fails the research project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying a deficit of more than 30% of the courses or credits.

Award of the Qualification

Candidates will be eligible to be awarded the Certificate in Finance Management when they pass all the required courses as specified in the relevant qualification regulations and when they fulfil any other additional requirements stipulated in the IUM student policies.

Teaching methods/strategies

The teaching methods adapted for this programme is student-centred learning method. Emphasis will be placed upon the need for a student to read extensively in each of the courses. Each student will be mentored to appreciate that one will be expected to be responsible for one's own learning. The role of the lecturer, therefore, is to stimulate learning and to support and guide that process.

A wide range of teaching strategies will be employed by lecturers from traditional lectures, tutorials activities and discussions, flipped classroom, collaborative group tasks, practical projects, tests and written assignments.

YEAR 1 (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Principles of Management	POM50US	100	5	10
Applied English Language Skills	AEL40US	100	4	10
Mathematics	MFF40US	100	5	10
Microeconomics	EC151US	100	5	10
Introduction to Entrepreneurship	IEN40US	100	4	10
Fundamentals of Accounting	FOF51US	100	5	10
Total Credits				60
SEMESTER 2 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Financial Accounting I	FAC51US	100	5	10
Cost Accounting	CAC50US	100	5	10

Quantitative Methods I	QM151US	100	5	10
Human Capital Management	HCD50US	100	5	10
Principles of Marketing	PMK50US	100	5	10
Basic IT skills	BIT41US	100	5	10
Total Credits				60
Total Credits				120

DIPLOMA IN FINANCE MANAGEMENT (NQF LEVEL 6)

	Compulsory	Elective
Level 6 credits:	192	-
Minimum total credits required:	192	-

Rationale

The aspect of Finance Management is so much a part of our everyday lives. Therefore, we can rarely, if ever, stop considering what it is like, how it functions and the major role it plays in social organisations. This qualification was designed in response to the national need for professional financial practitioners in the Human Resource Strategic Plan 2025, page 63, which highlights the critical skills shortage and due to emerging Small Medium Enterprises (SMEs) businesses. This will hone their financial thinking, and therefore, prepare them for rewarding careers and enriched lives in a rapidly changing world. Various areas of Finance Management are explored to develop students' thinking in order to be competently ready in the world of work.

Purpose

The purpose of diploma in finance management is to provide and equip students with an academic, professional and practical experience in general administration and finance. The competency and skills gained in the qualification provides the entry level to career opportunities in accounting and finance. The qualification will greatly contribute to the finance, administration and all other economic sectors.as a response to the national need for professional financial practitioners as highlighted in the Human Resource Strategic Plan 2025 which underscores the critical skills shortage of professional financial practitioners generally due to emerging Small Medium Enterprises (SMEs) businesses.

The key notable stakeholders consulted for their valuable input in the review process included the students, Ministry of Industrialization, Trade and SME Development, Ministry of Finance, National Statistics Agency, Road Fund Administration, Bank of Namibia and Development Bank of Namibia.

Who is this qualification for?

This qualification is designed for individuals interested in a range of work sectors related to finance, financial management and accounting, among others.

Admission/Entry requirements

To be admitted into this qualification, a candidate must have completed a Certificate in Finance Management or obtained an accredited qualification at NQF level 5 or equivalent.

Qualification duration

This qualification will be offered as a full/part time blended learning mode over a minimum period of 2 years and maximum of 4 years.

Outcomes for whole qualification

Holders of this qualification are able to:

- Analyse systems in business organisations and make necessary improvements to meet the desired outputs.
- Compare and contrast costing methods and investment appraisal techniques
- Demonstrate critical thinking skills in the context of finance, business and decision making.
- Calculate and formulate mathematical models to solve business problems and financial models.
- Describe and communicate various business reports including financial and non-financial.
- Prepare books of accounts up to trial balance and the key financial reports.

Articulation

Graduates of this qualification will be able to articulate to IUM's Bachelor degree in Finance Management (Level 7) or any other qualification at NQF Level 7 at other institutions.

Credit transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfers, articulation, recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses. The awarded credits are governed by the IUM degree qualification rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning and the course is equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements.

Coursework will be evaluated for its current relevance and may not transfer if the material is outdated more than 5 years since the course was attended and examination sat and passed and/or the course was not passed at the first examination sitting.

Credit earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in degree qualification.

Credits earned at IUM are also transferable to other institution of her learning. Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it has determined through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgement of the IUM on this question shall be final.

The IUM reserves the right to disallow transfer of credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessments

Students need a 50% mark in continuous assessment (CA) to write the Formal Examination (FE). The final mark is weighted 40% CA and 60% FE. A final mark of 50% (calculated from the CA mark and examination) has to be obtained to pass the course.

(a) Final Examinations

The final examination counts for 60% of the final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examination will be of three hours duration. To pass the course a student must not get less than 36% in the formal examination at the end of the course..

(b) Supplementary Examinations

Students who fail a course with an overall mark of 40-49% are eligible to sit for supplementary examination. A student who fails the research project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying a deficit of more than 30% of the courses or credits

Award of the qualification

Candidates will be eligible to be awarded the Diploma in Finance Management when they pass all the required courses as specified in the relevant qualification regulations and when they fulfill any other additional requirements stipulated in the IUM student policies.

Teaching methods/strategies

The teaching methods adapted for this program is student-centred learning. Emphasis will be placed upon the need for a student to read extensively in each of the subjects. Each student will be mentored to appreciate that one will be expected to be responsible for one's own learning. The role of the lecturer, therefore, is to stimulate learning and to support and guide that process.

A wide range of teaching strategies will be employed by lecturers

from traditional lecturers, tutorial activities and discussions, flipped classroom, collaborative groups tasks, practical projects, tests and written assignments.

YEAR 1 (96 credits)				
SEMESTER 1 (36 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Business Accounting I	BAC60US	120	6	12
Macroeconomics	MRC60US	120	6	12
Organisational Behaviour	OBE61US	120	6	12
Total Credits				36
SEMESTER 2 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Business Accounting II	BA20US	120	6	12
Business Law	BLA61US	120	6	12
Financial Reporting	FNR60US	120	6	12
Quantitative Methods II	QM261US	120	6	12
Professional Communication	PRC60US	120	6	12
Total Credits				60
Total Credits				96
YEAR 2 (96 credits)				
SEMESTER 1 (48 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Basics of Audit And Tax	BAT60US	120	6	12
Performance Management	PFM60US	120	6	12
Financial Accounting II	FA260US	120	6	12
Intermediate Entrepreneurship and Innovation	IEI60US	120	6	12
Total Credits				48

SEMESTER 2 (48 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Finance Management	FMA70US	120	6	12
Management Accounting	MAC61US	120	6	12
Human Asset Management	HAM60US	120	6	12
Management Information System	MIS60US	120	6	12
Total Credits				48
Total year 2 Hours and Credits				192

BACHELOR OF FINANCE MANAGEMENT (NQF LEVEL 7)

	Compulsory	Elective
Level 4 credits:	20	-
Level 5 credits:	100	-
Level 6 credits:	108	24
Level 7 credits:	120	-
Minimum total credits required:	348	12

Rationale

The aspect of Finance Management is so much a part of our everyday lives. Therefore, we can rarely, if ever, stop considering what it is like, how it functions and the major role it plays in social organisations. This qualification was designed in response to the national need for professional financial and finance practitioners in the Human Resource Strategic Plan 2025, which highlights the critical skills shortage of qualified accountants and chartered accountants and the general due to emerging Small Medium Enterprises (SMEs) businesses. Holders of other qualifications can also register for this qualification.

Purpose

The primary purpose of the Bachelor of finance management qualification is to develop knowledge and skills, and provide a technically focused education in finance management that inculcates graduates with requisite knowledge, a-practical hands on approach, competency and proficiency that will contribute immensely to the economy of Namibia and world at large.

The key notable stakeholders consulted for their valuable input in the review process included the students, Ministry of Industrialization, Trade and SME Development, Ministry of Finance, National Planning Commission, National Statistics Agency, Road Fund Administration, Bank of Namibia and Development Bank of Namibia.

Who is this qualification for?

This qualification targets the O' level and Advanced Subsidiary (AS) school leavers and those intending to pursue a career in Finance Management or accounting.

Admission/Entry requirements

To be registered for this qualification, candidates must at least have 25 points in five subjects should have been attained at the Namibia Senior Secondary Certificate Ordinary (NSSCO) and Advanced Subsidiary Level (NSSCAS) or equivalent.

D in English is required although applications. Conditions apply. Or through the Mature Entry Undergraduate Programme (MEP) an applicant must meet the following requirements:

1. Must be at least 25 years of age and have passed Junior School Certificate (Grade 10).
2. Must have minimum of 3 years relevant work experience supported by a letter/letters from employers.
3. Must sit for an entrance examination, details to be provided on application.

Prospective applicants should pass the entry Aptitude Test of IUM.

Qualification duration

This qualification will be offered on a full / part-time blended learning mode over a minimum period of 3 years and a maximum of 5 years.

1. Outcomes of whole qualification

Holders of the qualification are able to:

- Explain and apply the theory and practices of finance management in the world of business to address financing, investment and dividend decisions.
- Apply relevant accounting theories and finance strategies to address business transactions and financial strategic plans.
- Prepare and analyse financial statements of businesses, non-profit and government entities, including small medium enterprises.

- Analyze the current trends in accounting and finance management, information systems and development, auditing, taxation and financial strategies.
- Prepare and interpret financial statements of sole traders, partnerships and limited companies.
- Prepare consolidated and group financial statements within prescribed international and local accounting legal framework..

Articulation

Graduates of this qualification will be able to articulate to IUM's honours degree in Finance Management (Level 8) or any other qualification at NQF Level 8 at other institutions.

Credit transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. It is the amount of learning required to achieve a qualification and may be through credit transfer, articulation or recognition of prior learning.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses. The awarded credits are governed by the IUM degree qualification rules. Courses awarded credits need to have been studied within the past five years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning; the course is equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements.

Coursework will be evaluated for its current relevance and may not transfer if the material is 5 years post examination date.

Credits earned at an accredited college may not transfer unless the credit earned is equivalent to courses offered in the degree qualification.

Credits earned at IUM are also transferable to other institutions of higher learning.

Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the

major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Students need a 50% mark in continuous assessment (CA) to write the Formal Examination (FE). The final mark is weighted 40% CA average and 60% in the FE. A final mark of 50% (calculated from the CA mark and examination) has to be obtained to pass the course.

(a) Final Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. To pass the course a student must not get less than 36% in the Formal Examination at the end of the course.

(b) Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying a deficit of more than 30% of the courses or credits.

(c) Internship

All third-year students should undergo an internship programme at various business organisation of their choice or arranged by the university. The internship programme accounts for 12 credits. The internship programme is meant to expose students to practical work through experiencing learning. Students augment their acquired theory and academics knowledge and skills. This is done in different organisation set-up, both in the public or private sector. The internship experience amounts to 100 hours per year. The internship is examinable and is a requirement for graduation. Assessment is by means of observation of

the student by the intern's supervisor thereby submitting an internship evaluation report and student internship report. The Evaluation report constitute 50% of the student's relevant placement assessment mark and the other 50 % will come from the report to be prepared by the student on what the student learnt during internship.

Awarding of the Qualification

Candidates will be eligible to be awarded the Bachelor Degree in Finance Management when they have passed all the required courses and have fulfilled any other additional requirements stipulated in the IUM student policies.

Teaching Methods/Strategies

The teaching methods adapted for this program is student-centred learning. Emphasis will be placed upon the need for a student to read extensively in each of the subjects. Each student will be mentored to appreciate that one will be expected to be responsible for one's own learning. The role of the lecturer, therefore, is to stimulate learning and to support and guide that process.

A wide range of teaching strategies will be employed by lecturers from traditional lecturers, tutorial activities and discussions, flipped classroom, collaborative groups tasks, practical projects, tests and written assignments.

YEAR 1 (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Applied English Language Skills	AEL40US	100	4	10
Introduction to Entrepreneurship	IEN40US	100	4	10
Mathematics	MFF40US	100	5	10
Microeconomics	EC151US	100	5	10
Principles of Management	POM50US	100	5	10
Business Communication	GCS41US	100	5	10
Total Credits				60

SEMESTER 2 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Basic Information Technology skills	BIT41US	100	5	10
Financial Accounting I	FAC51US	100	5	10
Cost Accounting	CAC50US	100	5	10
Quantitative Methods I	QM151US	100	5	10
Principles of Marketing	PMK50US	100	5	10
Human Capital Management	HCD50US	100	5	10
Total Credits				60
Total Credits				120

YEAR 2 (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Performance Management	PFM60US	120	6	12
Financial Accounting II	FA260US	120	6	12
Macroeconomics	MRC60US	120	6	12
Quantitative Methods II	QM261US	120	6	12
Intermediate Entrepreneurship and innovation	IEI60US	120	6	12
Total Credits				60
SEMESTER 2 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Business Law	BLA61US	120	6	12
Financial Management	FMA70US	120	6	12
Management Accounting II	MAC61US	120	6	12
Money and Banking	MAB60US	120	6	12
Operations Management	OPM60US	120	6	12
Total Credits				60

Total year 2 Hours & Credits				120
YEAR 3 (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Tax Planning	TX170US	120	7	12
Investment Analysis and Portfolio Management	IAM70US	120	7	12
Research Methodology	RME71US	120	7	12
Strategic Management	SMN70US	120	7	12
Managerial Economics	MAE70US	120	7	12
Total Credits				60
SEMESTER 2 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Internship	IN170US	120	7	12
Auditing	AU170US	120	7	12
Applied Entrepreneurship	AEN70US	120	7	12
Insurance and Risk Management	IRM70US	120	7	12
Personal Finance Management	PFM70US	120	7	12
Total credits				60
Total Credits				120

BACHELOR OF FINANCE MANAGEMENT HONOURS (NQF LEVEL 8)

	Compulsory	Elective
Level 8 credits:	122	-
Minimum total credits required:	122	-

Rationale

This qualification was designed in response to the foreseeable national need for professional financial practitioners projected in Namibia's Human Resource Strategic Plan 2025, page 63. The Human Resource Strategic Plan 2025 highlights the critical skills shortage of qualified human capital in fields of accounting and finance, among many other fields. Industry and commerce has employees working in accounting and finance who want to further both academic and professional studies into becoming documented accountants and chartered accountants. Holders of other qualifications interested in switching to the accounting and finance field can also register for this qualification.

The qualification contains a range of courses requisite for accounting and finance students. Courses include auditing, taxation, project management and finance management. These courses lay a foundation for further studies at master's level.

Purpose

The purpose of the Bachelor of Finance Management Honours qualification is to develop knowledge and skills, and provide a technically focused education in accounting and finance management that develops graduates with key knowledge and skills to effectively manage the country's resources so as to ensure sustainable growth of the economy. It equips students with requisite tools and expertise to meet the ever growing demand for quality accounting and financial services, as well as cope with dynamic business environment. The other dimension of the qualification purpose is to develop to a cadre of future accounting and finance experts that will contribute to the field of account and finance through research and writing. A research component is incorporated to ensure graduates have a practical hands-on approach, competency and proficiency to discover new trends and developments in the accounting

profession. The views of various stakeholders consulted during the qualification review process (i.e. students, Ministry of Industrialization, Trade and SME Development, Ministry of Finance, National Planning Commission, National Statistics Agency, Road Fund Administration, Bank of Namibia and Development Bank of Namibia) are also incorporated in this qualification.

Who is this Qualification for?

This qualification is designed for individuals aiming for careers in accounting and finance (accountants, finance directors, etc.), or people working in accounting and finance environments and are interested in refreshing, sharpening and furthering their accounting knowledge and skills in line with the dynamics of the accounting and finance field.

Admission/Entry requirements

To be registered to this qualification, candidates must be a bachelor degree in finance management at NQF Level 7 or equivalent from accredited qualifications at Level 7.

Qualification duration

The qualification will be offered as a full/part-time blended learning mode over a minimum period of one (1) year and a maximum period of two (2) years.

Outcomes for whole qualification

Holders of this qualification are able to:

- Function in any accounting and financial role in any organization
- Forecast, plan, budget and manage financial resources of a business.
- Prepare financial statements/report and evaluate financial performance of business based on financial principles, concepts, and models.
- Critique and advise on the financing, investing, working capital and dividend decisions/strategies of a business.
- Develop workable policies, systems, processes and turnaround strategies for underperforming organisations.

- Contribute to the accounting and financial profession through research and discovering new trends and developments in the field.

Articulation

The Bachelor Honours in Finance Management allows students to articulate to master degrees in business administration or any other related qualification at level 9.

Credit transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfers, articulation, recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses. The awarded credits are governed by IUM degree qualification rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning and the course is equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements.

Credit earned at IUM at an accredited university may not transfer unless the credit earned is equivalent to courses offered in degree qualification.

Credits earned at IUM are also transferable to other institutions, regardless of their accreditation status, when it has determined through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgement of the IUM on this question shall be final.

The IUM reserves the right to disallow transfer of credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Students need a 50% mark in continuous assessment (CA) to write the Formal Examination (FE). The final mark is weighted 40% CA and 60% FE. A final mark of 50% (calculated from the CA mark and examination) has to be obtained to pass the course.

(a) Final Examinations

The final examination counts for 60% of the final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examination will be of three hours duration. To pass the course a student must not get less than 36% in the formal examination at the end of the course.

(b) Supplementary Examinations

Students who fail a course with an overall mark of 40-49% are eligible to sit for supplementary examination. A student who fails the research project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying a deficit of more than 30% of the courses or credits.

(c) Research Project

The research project is meant to engage students in business research with an assigned supervisor, who is faculty member designated to a student by the faculty in order to generate knowledge necessary to complete all the requirements for the award of the qualification.

Each student must independently complete a research project. The research should be original on a topic related to Business Administration. The research should have a clearly defined problem statement, a review of the existing literature on the chosen topic, original evidence offered to support the research project, consideration of alternative rival hypotheses

and a conclusion with recommendations. Upon completion of writing the research project, the student would be required to submit a spiral bound copy project panel for final assessment.

Award of the Qualification

Candidates will be eligible to be awarded the Honours Degree in Business Administration when they pass all the required courses as specified in the relevant qualification regulations and when they fulfill any other additional requirements.

Teaching methods/strategies

The teaching method adapted for this programme is student-centred learning. Emphasis will be placed upon the need for a student to read extensively in each of the subjects. Each student will be mentored to appreciate that one will be expected to be responsible for one's own learning. The role of the lecturer, therefore, is to stimulate learning and to support and guide that process.

A wide range of teaching strategies will be employed by lecturers from traditional lectures, tutorial activities and discussions, flipped classroom, collaborative group tasks, practical projects, tests and written assignments.

YEAR 1 (122 credits)				
Semester 1 (52)				
Course Title	Course code	hours	NQF Level	Credits
Corporate Governance and Management	CGM80US	120	8	12
Auditing and Assurance	AA180US	120	8	12
Taxation and Tax Planning	TT180US	120	8	12
International Finance Management	IFM80US	160	8	16
Total Credits				52

Semester 2 (70 Credits)				
Course Title				
Strategic Project Management	SPM80US	120	8	12
Public Finance Management	PUF80US	120	8	12
Financial Reporting and Analysis	FRA80US	160	8	16
Research Project	RPJ80US	300	8	30
Total Credit				70
TOTAL				122

BACHELOR OF ACCOUNTING HONOURS (NQF LEVEL 8)

	Compulsory	Elective
Level 4 credits:	20	-
Level 5 credits:	100	-
Level 6 credits:	108	-
Level 7 credits:	108	36
Level 8 credits:	134	-
Minimum total credits required:	470	12

Rationale

The Integrated four (4) years Bachelor of Accounting Honours qualification was designed and developed in response to the national need for professional financial practitioners as indicated in the Human Resource Strategic Plan 2025 which highlights the critical skills shortage of qualified general accountants and chartered accountants and the general due to emerging Small Medium Enterprises (SMEs) businesses. The shortage of accountants is evident in all economic and business sectors. The qualification contains relevant accounting courses that aid graduates to practice as accountants and finance practitioners. The graduates can further their students and/or specialize in Auditing, Taxation and general accounting.

Purpose

The primary purpose of the bachelor of accounting honours Level 8 qualification is to develop knowledge and skills of high accounting standards fit for the developing and developed world. It provides technically focused accounting courses that inculcate graduates to demonstrate good understanding of accounting best practices in the world of work and business both in the private and public sector. The design of the qualification provides a great opportunity to expose students to accounting knowledge and practical skills. The practical hands on and internship programme results in producing competent and proficient graduates that contribute immensely to the Namibian economy and beyond. Various stakeholders were consulted in the curricula review

process of this qualification. Key stakeholders consulted included the students, the Ministry of Industrialization, Trade and SME Development, the Ministry of Finance, the National Planning Commission, the National Statistics Agency, the Road Fund Administration, the Bank of Namibia and the Development Bank of Namibia.

Who is this qualification for?

The qualification targets high school leavers and candidates already working in commerce and industry and/or technicians who want to specialize and advance their studies in accounting. It targets those who want to become accountants, finance officers, finance directors, tax consultants or those intending to be certified as chartered accountants. Upon completing this qualification, the students can work as: Finance Managers, Financial Officers and Chief Financial Officers, Financial analysts, controllers and/or directors, Financial Advisors, Chartered Accountants (upon certification) and Finance Educators.

Admission/Entry requirements

To be admitted to this qualification a candidate must have a Namibia Senior Secondary Certificate (NSSCO) at Ordinary or Advanced Subsidiary (AS) Level with a minimum of 25 points in the five best subjects including English with a minimum of a D symbol or equivalent. Candidates can also be admitted through the Mature Age Entry Undergraduate Programme (MEP). An applicant must meet the following requirements:

- Must be at least 25 years of age and have passed a Junior School Certificate (Grade 10)
- Must have minimum of 3 years relevant work experience supported by a letter/letters from employers
- Must sit an entrance examination, details to be provided on application

Please note that achievement of these requirements will not automatically guarantee a place on the degree course, it will be subject to a successful interview/aptitude test (as required) and availability of places.

Qualification duration

This qualification will be offered as a full/part time blended learning

mode over a minimum period of 4 years and maximum of 6 years.

Outcomes for whole qualification

Holders of this qualification are able to:

- Prepare and interpret financial statements of business entities both in the private and public sector.
- Apply the theory and practice of accounting in providing both accounting and non-accounting information to aid all stakeholders and users of accounting information.
- Apply knowledge of relevant professional standards (to include but not limited to Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) to produce financial reports.
- Apply current technologies and best accounting practices related to IT in accounting, investment, financing, dividends, tax, audit, analysis and financial strategies.
- Apply accounting skills and knowledge acquired to advise organisations on taxation, internal control and project execution matters.
- Review accounting standards, procedures and frameworks to maintain efficient, effective and economic conducts of various general accounting, audit and tax work.

Articulation

The Bachelor in Accounting Honours grants admission to the Master in Accounting or any related qualification at level 9.

Credit transfer

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfers, articulation, and recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses. The awarded credits are governed by IUM degree qualification rules and the rules

covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, credit will be given if the courses were taken at an accredited institution of higher learning and the course is equivalent to courses offered at IUM, or compatible with Namibian Qualification Authority requirements.

Credit earned at IUM at an accredited university may not transfer unless the credit earned is equivalent to courses offered in degree qualification.

Credits earned at IUM are also transferable to other institutions, regardless of their accreditation status, when it has been determined through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgement of the IUM on this question shall be final.

The IUM reserves the right to disallow transfer of credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Assessment

Students need a 50% mark in continuous assessment (CA) to write the Formal Examination (FE). The final mark is weighted 40% CA and 60% FE. A final mark of 50% (calculated from the CA mark and examination) has to be obtained to pass the course.

(a) Final Examinations

The final examination counts for 60% of the final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examination will be of three hours duration. To pass the course a student must not get less than 36% in the formal examination at the end of the course.

(b) Supplementary Examinations

Students who fail a course with an overall mark of 40-49% are eligible to sit for a supplementary examination. A student who fails the research project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student

may not proceed from one level to the next higher level carrying a deficit of more than 30% of the courses or credits.

(c) Research Project

The research project is meant to engage students in accounting and finance research with an assigned supervisor, appointed by the faculty in order to help guide the student generate knowledge necessary to complete all the requirements to produce a well-researched study as a partial fulfilment of the qualification.

Each student must independently complete a research project. The research should be original on a topic related to accounting and finance. The research should have a clearly defined problem statement, a review of the existing literature on the chosen topic, original evidence offered to support the research project, consideration of alternative rival hypotheses and a conclusion with recommendations. Upon completing the study and meeting all the required chapters (writing the research project), the student would be required to submit a spiral bound copy of the project panel for final assessment.

(d) Internship

All third-year students should undergo an internship programme at various business organisation of their choice or arranged by the university. The internship programme accounts for 12 credits. The internship programme is meant to expose students to practical work through experiencing learning. Students augment their acquired theory and academics knowledge and skills. This is done in different organisation set-up, both in the public or private sector. The internship experience amounts to 100 hours per year. The internship is examinable and is a requirement for graduation. Assessment is by means of observation of the student by the intern's supervisor thereby submitting an internship evaluation report and student internship report. The Evaluation report constitute 50% of the student's relevant placement assessment mark and the other 50 % will come from the report to be prepared by the student on what the student learnt during internship.

Teaching methods/strategies

The teaching method adapted for this programme is student-centred learning. Emphasis will be placed upon the need for a student to read extensively in each of the subjects. Each student will be mentored to appreciate that one will be expected to be responsible for one's own

learning. The role of the lecturer, therefore, is to stimulate learning and to support and guide that process.

A wide range of teaching strategies will be employed by lecturers from traditional face to face lectures, tutorial activities and discussions, flipped classroom, collaborative group tasks, practical projects, tests and written assignments.

YEAR 1 (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Applied English Language Skills	AEL40US	100	4	10
Introduction to Entrepreneurship	IEN40US	100	4	10
Mathematics	MTH51US	100	5	10
Microeconomics	MIE50US	100	5	10
Principles of Management	POM50US	100	5	10
Fundamentals of Accounting	FUA50US	100	5	10
Total Credits				60
SEMESTER 2 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Financial Accounting I	FAC51US	100	5	10
Cost Accounting	CAC50US	100	5	10
Quantitative Methods I	QM151US	100	5	10
Basic IT Skills	BIT41US	100	5	10
Human Capital Management	HCM50US	100	5	10
Principles of Marketing	PMK50US	100	5	10
Total Credits				60
Total Credits				120

YEAR 2 (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Management Accounting I	MA161US	120	6	12
Financial Accounting II	FA260US	120	6	12
Macroeconomics	MRC60US	120	6	12
Quantitative Methods II	QM260US	120	6	12
Intermediate Entrepreneurship and Innovation	IEI60US	120	6	12
SEMESTER 2 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Business Law	BLA61US	120	6	12
Professional Communication	PRC60US	120	6	12
Management Accounting II	MA260US	120	6	12
Organisational Behaviour	OBE61US	120	6	12
Financial Reporting	FNR60US	120	6	12
Total Credits				60
YEAR 3 (120 credits)				
SEMESTER 1 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Corporate Finance	CFN70US	120	7	12
Auditing I	AU170US	120	7	12
Taxation I	TX170US	120	7	12
Research Methodology	RME71US	120	7	12
Financial Accounting III	FA370US	120	7	12
Managerial Economics	MAE70US	120	7	12
Total Credits				60
Total Credits				120

SEMESTER 2 (60 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Internship	IN170US	120	7	12
Applied Entrepreneurship	AEN70US	120	7	12
Auditing II	AU270US	120	7	12
Taxation II	TX270US	120	7	12
Electives Courses (Choose one)				
Business Logistics and Supply Chain Management	BLS70US	120	7	12
Strategic Human Resource Management	SHU70US	120	7	12
Total Credits				60
Total Credits				120
YEAR 4 (122 credits)				
SEMESTER 1 (52credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Corporate Governance & Management	CGN80US	120	8	12
Auditing and Assurance	AA181US	120	8	12
Taxation and Tax Planning	TT181US	120	8	12
International Finance Management	IFM80US	160	8	16
SEMESTER 2 (70credits)				
Course Title	Course Code	Hours	NQF Level	Credits
Financial Accounting IV	FA480US	160	8	16
Strategic Management Accounting	SAC80US	120	8	12
Accounting Information System	AIS80US	120	8	12
Research Project	RPJ80US	300	8	30
Total Credits				60
Total Credits				120

**IUM CENTRE FOR DISTANCE AND E-LEARNING
(IUM-CDeL)**

IUM launched its Distance and Open Learning programme several years ago hence allowing persons who, for various reasons, could not access full-time or part-time university programmes the opportunity to enroll in all the programmes the university offered on full-time and part-time modes at all levels: Certificate to Bachelor Honours degree levels. IUM was admitted to the membership of the Distance Education Association of Southern Africa (DEASA) in 2012.

IUM outsourced the administrative aspects of this service to the Institute of Open Learning (IOL) several years ago. This arrangement has, however, now ended and the university is set to use e-learning, Blended e-learning, and face-to-face Learning to offer its programmes across the board.

IUM recognizes that in the digital era, the theory and practice of distance education/learning are fast being subsumed by online education and eLearning and is prepared to meet the consequences of this reality head on. In this regard, the IUM Centre for Distance and e-Learning Centre (IUM-CDeL), initiated in November, 2021, will use fine-tuned or digitized distance learning, online or e-learning, and blended e-learning to support student learning across all faculties in the university.

Towards implementing the university Strategic Plan (SP) for 2020-2025, the IUM Centre for Distance and e-Learning (IUM-CDeL) has adopted a holistic approach to running academic programmes (AP). In line with the SP of the university, CDeL runs online distance learning programmes so as to edge closer to achieving SDG 4

(if not achieved completely), Vision 2030 targets; the National Development Plan (NDP) of providing education to all. To achieve this, the centre is working in collaboration with the six faculties of the university, two Centres of teaching and learning and the university's administrative offices to offer Online Distance Learning (ODL) programmes.

The Centre's main objective is to make university education accessible to all in Namibia and beyond (including SADC and the world at large). The Centre leverages the university e-learning platform (IUM LMS), Multimedia technologies and expertise to facilitate online teaching and learning. To ensure that the Centre's programmes meet stakeholders (including students, National Council Higher Education and the Namibian Qualification Authority) expectations and also that courses/programmes are up to date with societal and technology trends, stakeholder evaluation

of the Centre's programmes will be undertaken from time to time.

Starting in 2022, the IUM-CDeI will run seven (6) certificate programmes, two (4) Bachelor Honours programmes, two (2) postgraduate Diploma programmes, one

- (1) Master's programme and several short courses (depending on the market demand and Institutional trends). The specific programmes to run in 2022 include:

A. Certificate Programmes:

1. Certificate of Business Administration (NQF Level 5)
2. Certificate in Finance Management (NQF Level 5)
3. Certificate in Human Resource Management (NQF Level 5)
4. Certificate in Marketing Management (NQF Level 5)
5. Certificate in Business Information System (NQF Level 5)
6. Certificate in Tourism, Hospitality and Events Management (NQF Level 5)

B. Bachelor Honours

7. Bachelor in Tourism, Hospitality and Events Management Honours (NQF Level 8)
8. Bachelor in Education: Educational Leadership, Management and Policy Honours (NQF Level 8)
9. Bachelor of Science in Business Information Systems Honours (NQF Level 8)
10. Bachelor of Science in Software Development Honours (NQF Level 8)

C. Postgraduate Diploma Programmes

11. Postgraduate Diploma in Education (NQF Level 8)

12. Postgraduate Diploma in Higher Education (NQF level 8)

D. Masters Programmes

13. Master of Education - Educational Leadership, Management and Policy Education (NQF Level 9)

E. Short Courses

14. Computer Studies
15. Computer Essentials
16. Word Processing
17. Spreadsheet
18. Presentation
19. Databases
20. Information Technology (IT) Security
21. Online Essentials

Details of the programmes to be run by the Centre are outlined below:

CERTIFICATE IN BUSINESS ADMINISTRATION (NQF LEVEL 5)

	Compulsory	Elective
Level 4 credits:	30	-
Level 5 credits:	90	-
Minimum total credits required:	120	-

Rationale

Namibia's Fifth National Development Plan (NDP 5) underlines that there is need to achieve industrial development through Local Procurement. This will result in Namibia moving from a reactive, input-based economy to a proactive, high performing economy. The survival of such infant enterprises needs highly skilled entrepreneurs, hence the demand for qualified business administrators who have fundamental understanding of business concepts and practices and who can initiate and improve the efficiency and effectiveness of business enterprise.

Purpose

The certificate in business administration is designed to provide students with the skills and attitudes needed to start conceptualizing ideas that contribute to existing organizations and which will enhance the pursuit of their own ventures. Students will gain an effective working knowledge of the analytical tools and management concepts used in modern business and a firm grounding in the practical management skills required in contemporary business activities.

Duration of the Qualification

The Certificate is conferred after one year of distance study in one or more areas of business concentrations. The year of study will be divided into two semesters and students are expected to take six courses in each semester. Semester 1 runs from January to June. Semester 2 runs from July to December.

Admission/Entry requirements

The entry requirements to this qualification are:

- Namibia Senior Secondary Certificate (NSSC) and/or O Level or equivalent qualification(s), provided that the candidate has passed five subjects (including English minimum D) normally in not more than three examination sittings with a minimum of 20 points on the IUM's evaluation scale.
- A recognised qualification at NQF level 4 Or
- Mature Age Entry as stipulated in GR 4.1.1

Assessment

Assessment arrangements are based on the following:

Online Quizzes, assignments, online Forum discussions and online written examinations will be used to assess the students. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Both Formative and Summative assessment techniques are used. Formative assessment techniques are used to monitor student learning during the learning process. The feedback gathered is used to identify areas where students are struggling so that instructors can adjust their teaching and students can adjust their studying.

Summative assessment techniques are used to evaluate student learning. These assessments are appreciated at the end of a course to measure the extent to which students have achieved the desired learning outcomes. The major components of this technique are:

- Exams. This includes final exams and Quizzes at the end of course units.
- Papers, projects, and presentations. These give students the chance to go deeper with the material to put the knowledge they have acquired to use or create something new from it.
- Portfolios. These give students a chance to spell out the concepts or techniques used with each course, the themes addressed, and hurdles faced so as to bring a sense of completion to the learning process.

Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student

during study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Examination

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

Mode of Teaching

This Qualification is going to run on an online learning and teaching mode. The course content will be delivered online through IUM Learning Management System (LMS). Students are required to schedule their time in a way that they can log in to their course module for at least 2 hours on a weekly basis. The following are the methods of delivery:

- Self-learning
- Virtual Classrooms
- Video Modules
- Micro learning
- Mobile learning
- Online Learning Tools

Resources Required

As a necessity for distance and remote learning, students are required to have access to Wi-Fi enabled electronic gadgets such as:

- Laptop (with a webcam)
- Desktop (with a webcam)
- Smart cell phone
- Tablet

Course Structure

YEAR 1				
Course Code	Course Title	Semester	NQF level	Credits
AEL40US	Applied English Language Skills	1	5	10
IEN40US	Introduction to Entrepreneurship	1	5	10
MTH51US	Mathematics	1	5	10
MIE50US	Microeconomics	1	5	10
PMK50US	Principles of Marketing	1	5	10
BNE50US	Business Ethics	2	5	10

FAC51US	Financial Accounting 1	2	5	10
HCD50US	Human Capital Development	2	5	10
MOR51US	Management Organization	2	5	10

POM50US	Principles of Management	2	5	10
QM151US	Quantitative Methods 1	2	5	10
BIT41US	Basic IT Skills	2	5	10

CERTIFICATE IN FINANCE MANAGEMENT (NQF LEVEL 5)

	Compulsory	Elective
Level 4 credits:	40	-
Level 5 credits:	60	-
Minimum total credits required	100	-

Rationale

This qualification was designed in response to the national need for professional financial practitioners in the Human Resource Strategic Plan 2010 - 2025 (which highlights critical skills shortage.)

Purpose

The purpose of a certificate in finance management qualification is to provide students with academic and professional experience in general administration and finance to enhance competency and skills. This provides entry-level to career opportunities in accounting and finance. The qualification will greatly contribute to the finance and general sectors of the economy.

Duration of the Qualification

The Certificate is conferred after one year of distance study in one or more areas of finance concentrations. The year of study will be divided into two semesters and students are expected to take six courses in each semester. Semester 1 runs from January to June. Semester 2 runs from July to December.

Admission/Entry requirements

The entry requirements to this qualification are:

- Namibia Senior Secondary Certificate (NSSC) and/or O Level or equivalent qualification(s), provided that the candidate has passed five subjects (including English minimum D) normally in not more than three examination sittings with a minimum of 20 points on the IUM's evaluation scale.
- A recognised qualification at NQF level 4 Or
- Mature Age Entry as stipulated in GR 4.1.1

Assessment

Assessment arrangements are based on the following:

Online Quizzes, assignments, online Forum discussions and online written examinations will be used to assess the students. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Both Formative and Summative assessment techniques are used. Formative assessment techniques are used to monitor student learning during the learning process. The feedback gathered is used to identify areas where students are struggling so that instructors can adjust their teaching and students can adjust their studying.

Summative assessment techniques are used to evaluate student learning. These assessments are appreciated at the end of a course to measure the extent to which students have achieved the desired learning outcomes. The major components of this technique are:

- Exams. This includes final exams and Quizzes at the end of course units.
- Papers, projects, and presentations. These give students

the chance to go deeper with the material to put the knowledge they have acquired to use or create something new from it.

- Portfolios. These give students a chance to spell out the concepts or techniques used with each course, the themes addressed, and the hurdles faced to bring a sense of completion to the learning process.

Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student during study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Examination

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

Mode of Teaching

This Qualification is going to run on an online learning and teaching mode. The course content will be delivered online through the IUM Learning Management System (LMS). Students are required to schedule their time in a way that they can log in to their course module for at least 2 hours every week. The following are the methods of delivery:

- Self-learning
- Virtual Classrooms

- Video Modules
- Microlearning
- Mobile learning
- Online Learning Tools

Resources Required

As a necessity for distance and remote learning, students are required to have access to Wi-Fi enabled electronic gadgets such as:

- Laptop (with a webcam)
- Desktop (with a webcam)
- Smart cell phone
- Tablet

Course Structure

YEAR 1				
Course Code	Course Title	Semester	NQF level	Credits
AEL40US	Applied English Language Skills	1	5	10
MTH51US	Mathematics	1	5	10
MIE50US	Microeconomics	1	5	10
PMK50US	Principles of Marketing	1	5	10
IEN40US	Introduction to Entrepreneurship	2	5	10
FAC51US	Financial Accounting 1	2	5	10

HCD50US	Human Capital Development	2	5	10
CAC50US	Cost Accounting	2	5	10
QM151US	Quantitative Methods 1	2	5	10
BIT41US	Basic IT Skills	2	5	10

BACHELOR IN EDUCATION: EDUCATIONAL LEADERSHIP, MANAGEMENT AND POLICY HONOURS DEGREE (NQF LEVEL 8)

	Compulsory	Elective
Level 8 credits:	238	-
Minimum total credits required:	238	-

Rationale

The Bachelor in Education - Educational Leadership, Management and Policy Honours is one of the qualifications offered by IUM under the Faculty of Education. This qualification was initially developed to contribute to the development of human resources in the education sector due to the identified gaps in the number of appropriately qualified education managers, as indicated by the "National Human Resource Plan 2010-2025" (NPC, 2012).

The qualification blends theory with practical application to equip education managers with the necessary knowledge and skills for improved institutional performance. It introduces education managers to theories, education issues and research around educational leadership, management and policy in Namibia and beyond. The qualification has a variety of important topics to assist students in understanding leadership theories while laying a foundation for the administration and management of different tasks in educational settings.

Purpose

The qualification further aims to strengthen students' knowledge of leadership skills and management skills to lead effectively and efficiently by handling educational issues that affect schools and different departments in the education sector. The training and development of

appropriately qualified education managers at various levels will enable the education sector to make a meaningful contribution to the realisation of knowledge-based society in line with Vision 2030 goals.

Duration of the Qualification

The study period for the qualification is:

- Distance and Online Mode - Minimum: 2 Years; Maximum: 4 Years.
- The qualification comprises four (4) semesters, i.e. two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Admission/Entry Requirements

The entry requirements for Bachelor in Education: Educational Leadership, Management and Policy shall be:

- i) To be admitted to this programme, candidates must already have NQA level 6 or 7 or equivalent qualifications with experience of at least three years in education or in a related organization as determined by the Senate.
- ii) The equivalent of any of the above as determined by the University Senate.

Assessment

Assessment arrangements are based on the following:

Online Quizzes, assignments, online forum discussions and online written examinations will be used to assess the students. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as online written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Both Formative and Summative assessment techniques are used. Formative assessment techniques are used to monitor student learning during the learning process by the course facilitator. The feedback gathered is used to identify areas where students are struggling so that instructors can adjust their teaching and students can adjust their studying.

Summative assessment techniques are used to evaluate student learning. These assessments are appreciated at the end of a course to measure the extent to which students have achieved the desired learning outcomes. The major components of this technique are:

- Exams. This includes final exams and Quizzes at the end of course units.
- Papers, projects, and virtual presentations. These give students the chance to go deeper with the material to put the knowledge they have acquired to use or create something new from it.
- Portfolios. These give students a chance to spell out the concepts or techniques used with each course, the themes addressed, and hurdles faced so as to bring a sense of completion to the learning process.

Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student during online study period.

Students must score at least 50% in each course to qualify to write the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration online.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to write for a supplementary examination.

A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of the results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 50% of the courses or credits.

Mode of Teaching(methods/strategies)

This Qualification is going to run on a distance online learning and teaching mode. The course content will be delivered online through the IUM Learning Management System (LMS). Students are required to schedule their time in a way that they can log in to their course module for at least 2 hours every week. The following are the methods of delivery:

- Self-learning
- Virtual Classrooms
- Video Modules
- Microlearning
- Mobile learning
- Online Learning Tools
- Seminars

Resources required

As a necessity for distance and remote learning, students are required to have access to internet enabled electronic gadgets such as:

- Laptop (with a webcam)
- Desktop (with a webcam)

- Smart cell phone
- Tablet

Course structure

The interdisciplinary nature of this qualification is reflected in the required core courses. The student can then reinforce his or her strengths in an area of particular interest through the programme concentration and the research domain. The programme's restricted electives, coupled with university general education requirements, provide the student with a well-rounded, multi-faceted learning experience that prepares the student for today's changing world.

YEAR III					
Course		Status		NQF	
Code	COURSE TITLE		Semester	Level	Credits
AWP80US	Academic Writing for Postgraduate	Compulsory	1	8	10
EMT80US	Educational Media and Technology	Compulsory	1	8	10
PRM80US	Project Management	Compulsory	1	8	10
LME80UY	Educational Leadership and Management	Compulsory	Year	8	12
FOM80UY	Educational Financial Management	Compulsory	Year	8	12

ILC80UY	Leadership and Curriculum Management	Compulsory	Year	8	12
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ERM80UY	Educational Research	Compulsory	Year	8	12
LEI80UY	Legal and Ethical Issues in Education	Compulsory	Year	8	12

Year IV					
Course Code	COURSE TITLE	Status	Semester	NQF Level	Credits
OSH80US	Occupational Safety and Health Management	Compulsory	1	8	10
MIO80US	Managing Innovation in Organizations	Compulsory	1	8	10
STS80US	System Thinking and Strategic Management	Compulsory	1	8	10
PPG80US	Practices of Good Governance	Compulsory	1	8	10
LCO80UY	Leadership Change and Organizational Development	Compulsory	Year	8	12
EPP80UY	Educational Policy and Planning	Compulsory	Year	8	12
XED80UY	Research Project	Compulsory	Year	8	30

POSTGRADUATE DIPLOMA IN EDUCATION (NQF LEVEL 8)

	Compulsory	Elective
Level 8 credits:	104	20
Minimum total credits required:	104	20
Total Credits	124	

Rationale

This qualification is designed for the professionally unqualified and/or underqualified senior primary or secondary school teachers, who earned a qualification in a subject matter, but who do not have qualification in pedagogy and/or other Teacher Education professional qualification. It is a one-year qualification aimed at providing participants with the requisite pedagogical knowledge and skills to be more effective and competent teachers, lecturers or trainers. The focus of the qualification is to equip participants with good pedagogical practices in the design, delivery and evaluation of curricula.

Purpose

Postgraduate Diploma in Education qualification aims to equip participants with critical self-reflection about current international trends and challenges in pedagogy. It enables participants to become familiar with the delivery of curricula to a variety of students, through various modes of delivery, in a wide range of contexts.

Students will acquire theoretical and practical pedagogical methodologies that can be applied in the art of imparting knowledge and skills (teaching/ learning process) in different contexts. This qualification is designed for the professionally unqualified and/or under-qualified senior primary or secondary school teachers, who earned a qualification in a subject matter, but who do not have a qualification in pedagogy and/or other Teacher Education professional qualification. With this qualification, these teachers will be professionally qualified to undertake teaching assignments in both private and public schools. The qualification will equip the teachers with the right tools to fulfil their true potential and to

become defining players in the education system.

Holders of this qualification are able to:

- Apply appropriate pedagogics to their teaching contexts;
- Design curricula including learning and teaching methodologies, assessment strategies and evaluation models per the set standards;
- Organise and maintain a learning climate and classroom environment that supports learning and growth.
- Integrate and apply appropriate teaching methodology to the subject matter
- Demonstrate professional growth, competence, values, reflection and evaluation
- Integrate knowledge, experience, and skills across domains and contexts.

Duration of the Qualification

The study period for the qualification is:

- Online and distance mode - Minimum: 1 Year; Maximum: 2 Years.
- The qualification comprises two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Admission/Entry Requirements

The entry requirements for a Postgraduate Diploma in Education shall be:

- A candidate must hold a minimum of a recognized Bachelor's degree at NQF Level 7 or equivalent.
- The undergraduate record must demonstrate that the candidate acquired the content knowledge of two (2) school subjects during three consecutive years of

studies at the university (please see checklist for subject combinations below).

- Academic record for the Bachelor level NQF 7 must contain a component of research methodology.

Two Secondary School major subject's combination list:

1. Mathematics and Science grouping

PSC1	Mathematics		and	Computer Studies	
PSC2	Mathematics		and	Agriculture	
PSC3	Mathematics		And	Biology	
PSC4	Mathematics		and	Physical Sciences	

PSC5	Biology		and	Physical Sciences	
PSC6	Computer Studies		and	Biology	
PSC7	Computer Studies		and	Physical Sciences	
PSC8	Biology		and	Agriculture	

2. Humanities Grouping/ SOCIAL SCIENCE

PSS1	Geography		and	History	
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3. Commerce Grouping

PC1	Accounting		and	Economics	
PC2	Accounting		and	Business Studies	
PC3	Accounting		and	Entrepreneurship	
PC4	Economics		and	Business Studies	
PC5	Economics		and	Entrepreneurship	

Assessment

Special assessment arrangements are based on the following:

Online Quizzes, assignments, online forum discussions and online written examinations will be used to assess the students. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Both Formative and Summative assessment techniques are used. Formative assessment techniques are used to monitor student learning during the learning process. The feedback gathered is used to identify areas where students are struggling so that instructors can adjust their teaching and students can adjust their studying.

Summative assessment techniques are used to evaluate student learning. These assessments are appreciated at the end of a course to measure the extent to which students have achieved the desired learning outcomes. The major components of this technique are:

- Exams. This includes final exams and Quizzes at the end of course units.
- Papers, projects, and presentations. These give students the chance to go deeper with the material to put the knowledge they have acquired to use or create something new from it.
- Portfolios. These give students a chance to spell out the concepts or techniques used with each course, the themes addressed, and hurdles faced so as to bring a sense of completion to the learning process.

Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 50% of the courses or credits.

Mode of teaching (methods/strategies)

This Qualification is going to run on a distance and online learning and teaching mode. The course content will be delivered online through IUM Learning

Management System (LMS). Students are required to schedule their time in a way that they can log in to their course module for 2 hours every week. The following are the methods of delivery:

- Self-learning
- Virtual Classrooms
- Video Modules
- Microlearning
- Mobile learning
- Online Learning Tools
- Seminars

Resources required

As a necessity for distance and remote learning, students are required to

have access to internet enabled electronic gadgets such as:

- Laptop (with a webcam)
- Desktop (with a webcam)
- Smart cell phone
- Tablet

Course Structure

YEAR 1					
Course Code	Course Title	Status	Semester	NQF Level	Credits
AED80PY	Assessment In Education	Compulsory	Year	8	8
CMS80PY	Classroom Management and Supervision	Compulsory	Year	8	10
CPD80PY	Curriculum Planning & Development In Education	Compulsory	Year	8	10
ETP80PY	Education Theory & Practice	Compulsory	Year	8	10
EPR80PY	English Proficiency	Compulsory	Year	8	8

PGC80PY	Guidance And Counselling	Compulsor y	Year	8	8
XPE80PS	PG Dip Mini Re- search Project	Compulsor y	Year	8	30
TPE80PY	Teaching Practice (10 weeks-SBS)	Compulsor y	Year	8	20

Choose 2 Subjects (See Valid Subjects Combination)					
TET80PY	Teaching Methods of Entrepreneurship	Elective	Year	8	10
TAC80PY	Teaching Methods of Accounting	Elective	Year	8	10
TAG80PY	Teaching Methods of Agriculture	Elective	Year	8	10
TBI80PY	Teaching Methods of Biology	Elective	Year	8	10
TBS80PY	Teaching Methods of Business Studies	Elective	Year	8	10
TCS80PY	Teaching Methods of Computer Studies	Elective	Year	8	10
TEM80PY	Teaching Methods of Economics	Elective	Year	8	10
TGR80PY	Teaching Methods of Geography	Elective	Year	8	10

THI80PY	Teaching Methods of History	Elective	Year	8	10
TMA80PY	Teaching Methods of Mathematics	Elective	Year	8	10
TPS80PY	Teaching Methods of Physical Science	Elective	Year	8	10

POSTGRADUATE DIPLOMA IN HIGHER EDUCATION (NQF LEVEL 8)

	Compulsory	Elective
Level 8 credits:	120	-
Minimum total credits required:	120	-

Rationale

The International University of Management (IUM)'s Faculty of Education is committed to the development of human resources to address the needs of the education sector in Namibia as articulated in the National Human Resources Plan 2010-2025. In this regard, the focus is to contribute to the production of professionally qualified teachers who are able to interpret and implement the curriculum in a holistic way as innovative educators, instructional leaders, planners, counsellors and researchers.

Purpose

Postgraduate Diploma in Higher Education is designed for tertiary educators to attain good pedagogical practice in the quality delivery of the curriculum. The qualification aims to equip tertiary educators with critical self-reflection about current international trends and challenges in pedagogics. It enables tertiary educators to become familiar with the delivery of curriculum to a variety of students, through various models

of delivery, in a wide range of contexts.

Conventionally, proficiency in one's discipline has been the most respected feature of a tertiary educator. In recent years, however, there has been a growing entreaty to improve tertiary educators' pedagogical thinking and skills as well. As a consequence, training of tertiary educators is becoming a widespread trend in many countries. It is in this line that the IUM designed this qualification - Postgraduate Diploma in Teaching and Learning (Higher Education) to encompass instruction in all educational disciplines; helping tertiary educators to build confidence in a teaching environment.

IUM believes that this qualification on pedagogical training will affect scales measuring conceptual change/student-focused approach and self-efficacy beliefs in tertiary education for this qualification will provide the requisite pedagogical knowledge and skills needed for value results.

Vertically, the Postgraduate Diploma in Teaching and Learning (Higher Education) grants admission to the Master of Education. Interfaculty students can apply for approval with the Deans of other Faculties for assessment to gain admission to any Master's qualification. Horizontally, students may, where applicable, move into existing or new related teachers' qualifications at NQF level 8

Holders of this qualification are able to:

- Design and implement instructional practices to produce a positive impact on teaching and learning.
- Demonstrate an understanding of the process of educational change and how to communicate effectively to stakeholders.
- Analyse the educational needs of the students.
- Create innovative strategies and incorporate technology in tertiary education.
- Demonstrate a deep and thorough conceptual understanding of identified aspects of the subject matter.

Duration of the Qualification

The study period for the qualification is:

- Online and distance mode - Minimum: 1 Years; Maximum: 2 Years.
- The qualification comprises two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Admission/Entry Requirements

A candidate must hold a recognised minimum Qualification at NQF Level 7 with at least one year of relevant work experience as a trainer at an NQA recognised tertiary institution or institution of higher learning or organization or equivalent.

Assessment

Assessment arrangements are based on the following:

Online Quizzes, assignments, online forum discussions and online written examinations will be used to assess the students. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Both Formative and Summative assessment techniques are used. Formative assessment techniques are used to monitor student learning during the learning process. The feedback gathered is used to identify areas where students are struggling so that instructors can adjust their teaching and students can adjust their studying.

Summative assessment techniques are used to evaluate student learning. These assessments are appreciated at the end of a course to measure the extent to which students have achieved the desired learning outcomes. The major components of this technique are:

- Exams. This includes final exams and Quizzes at the end of course units.
- Papers, projects, and presentations. These give students

the chance to go deeper with the material to put the knowledge they have acquired to use or create something new from it.

- Portfolios. These give students a chance to spell out the concepts or techniques used with each course, the themes addressed, and the hurdles faced to bring a sense of completion to the learning process.

Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of the results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not

proceed from one level to the next higher level carrying more than 50% of the courses or credits.

Mode of teaching (methods/strategies)

This Qualification is going to run on a distance and online learning and teaching mode. The course content will be delivered online through the IUM Learning Management System (LMS). Students are required to

schedule their time in a way that they can log in to their course module for at least 2 hours on a weekly basis. The following are the methods of delivery:

- Self-learning
- Virtual Classrooms
- Video Modules
- Micro learning
- Mobile learning
- Online Learning Tools
- Seminars

Resources Required

As a necessity for distance and remote learning, students are required to have access to internet-enabled electronic gadgets such as:

- Laptop (with a webcam)
- Desktop (with a webcam)
- Smart cell phone
- Tablet

Course Structure

YEAR 1					
Course Code	Course Title	Status	Semester	NQF Level	Credits
AHE80PY	Assessment in Higher Education	Compulsory	Year	8	20

EHE80PY	E- Learning in Higher Education	Compulsory	Year	8	20
EDM80PY	Educational Management	Compulsory	Year	8	20

PDA80PY	Curriculum Planning and Development In Higher Education	Compulsory	Year	8	20
RSH80PY	Research Supervision in Higher Education	Compulsory	Year	8	20
TLH80PY	Teaching and Learn- ing in Higher Education	Compulsory	Year	8	20

CERTIFICATE IN BUSINESS INFORMATION SYSTEMS (NQF LEVEL 5)

	Compulsory	Elective
Level 4 credits:	30	-
Level 5 Credits	80	-
Minimum total credits required:	110	-

Rationale

The Certificate in Business Information Systems Qualification is designed to address the information technology challenges affecting Namibia and the region. Namibia suffers a shortage of well-trained computer specialists and as the Information Technology (IT) industry continues with its rapid growth, so does that shortage become greater. The growth requires certain skills and competencies in information technology. The

qualification is motivated by the increasingly critical role of information systems within organizations which has created a demand for graduates who are knowledgeable about both information systems and business.

Purpose

Information is the currency of the future. Our community desperately needs people who understand the business world, and who at the same time excel in applying information technology to produce desirable outcomes. This qualification will equip the students with the essential tools and proven techniques – including business as well as IT skills specialising in the development of software that can help solve specific problems technically to spearhead major developmental initiatives and create cultures of innovation and engagement.

The course is designed to give students a competitive advantage in pursuing a career in business or IT based on the blending of technological and business competencies. This course will help students to understand development concepts and professional issues relevant to business information systems. The main purpose of this course is to bring an integration of Information Systems in the Business Environment with management issues.

Duration of the Qualification

The study period for the programme is:

Minimum: 1Year and a Maximum: 2 Years.

The programme comprises a minimum of two (2) semesters, i.e. two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Admission/Entry Requirements

The entry requirements to certificate in Business Information Systems shall be:

- NSSCO/H level with a minimum of 20 points in the best five subjects (including English minimum D and Mathematics E) on the IUM's evaluation scale or equivalent qualification(s).
- A recognised qualification at NQF level 4 or equivalent mature age entry, as stipulated in GR 4.1.1 provided that they:

- Are 25 years old or over in the year in which admission is sought
- Have at least 3 years' experience
- Must have a passed grade 10 Certificate
- The equivalent of any of the above as determined by University Senate.

Assessment

Assessment arrangements are based on the following:

Online quizzes, assignments, online Forum discussions and online written examinations will be used to assess the students. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Both Formative and Summative assessment techniques are used. Formative assessment techniques are used to monitor student learning during the learning process. The feedback gathered is used to identify areas where students are struggling so that instructors can adjust their teaching and students can adjust their studying.

Summative assessment techniques are used to evaluate student learning. These assessments are appreciated at the end of a course to measure the extent to which students have achieved the desired learning outcomes. The major components of this technique are:

- Exams. This includes final exams and Quizzes at the end of course units.
- Papers, projects, and presentations. These give students the chance to go deeper with the material to put the knowledge they have acquired to use or create something new from it.

- Portfolios. These give students a chance to spell out the concepts or techniques used with each course, the themes addressed, and hurdles faced so as to bring a sense of completion to the learning process.

Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student during study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Examination

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not

proceed from one level to the next higher level carrying more than 50% of the courses or credits.

Mode of Teaching

This Qualification is going to run on an online learning and teaching mode. The course content will be delivered online through IUM Learning Management System (LMS). Students are required to schedule their time in a way that they can log in to their course module for at least 2 hours on a weekly basis. The following are the methods of delivery:

- Self-learning

- Virtual Classrooms
- Video Modules
- Microlearning
- Mobile learning
- Online Learning Tools

Resources Required

As a necessity for distance and remote learning, students are required to have access to internet-enabled electronic gadgets such as:

- Laptop (with a webcam)
- Desktop (with a webcam)
- Smart cell phone
- Tablet

Course Structure

YEAR 1				
Course Code	Course Title	Semester	NQF level	Credits
AEL40US	Applied English Language Skills	1	4	10
CAR50US	Computer Systems and Architecture	1	5	10
CPR50US	Principal of computer Programming	1	5	10
BIT41US	Basic IT skills	1	5	10
MTh51US	Mathematics	1	5	10
GCS41US	Communication Skills	2	5	10
SYA51US	System Analysis	2	5	10

PCM50US	PC Maintenance	2	5	10
PCP50US	Programming with C++	2	4	10
IEN40US	Introduction to Entrepreneurship	2	5	10
FAC51US	Financial Accounting	2	5	10

BACHELOR OF SCIENCE IN BUSINESS INFORMATION SYSTEMS HONOURS (NQF LEVEL 8)

	Compulsory	Elective
Level 8	124	-
Minimum total credits required:	124	-

Rationale

The Government of the Republic of Namibia (GRN) adopted a long-term perspective plan namely Vision 2030. This national economic blueprint serves as a basis for planning Namibia's future. Vision 2030 envisages Namibia transitioning into an industrialized and globally competitive country of equal opportunity, realizing its maximum growth potential sustainably, with improved quality of life for everyone. To achieve this goal, Namibia needs to develop human capital as well as institutional capacity to train people needed to meet the envisaged demand of the Namibian technological-based economy. Developing human capital, especially in information technology is not the sole responsibility of the government. The corporate world, both private and public, has a social responsibility to complement government efforts in the development of the requisite information technology skills for a knowledge-driven society.

Purpose

Namibia suffers a shortage of well-trained computer specialists and as the IT industry continues with its rapid growth so does that shortage become greater. The IUM Business Information Systems Bachelor Honours degree was designed to address the information technology challenges affecting Namibia and the region. Namibia is a fast-growing technologically-based economy. The growth requires certain skills and competencies in information technology.

By the time the graduates have successfully completed this degree qualification, their acquired knowledge of computer systems and management will enable them to analyse, design and implement information systems solutions in a wide range of real-world managerial problems. They will be able to recognize the multidisciplinary nature of information systems, be familiar with information system architecture and be able to evaluate information system effectiveness in a business enterprise.

Duration of the Qualification

The study period for the qualification is:

Online mode - Minimum: 1 Year; Maximum: 2 Years.

The qualification comprises semesters, per academic year. There are two (2) semesters. Semester 1 runs from January to June. Semester 2 runs from July to December.

Admission Requirements

To be registered for this qualification – Bachelor in Business Information Systems Honours, candidates must hold a Bachelor in Business Information Systems at NQF Level 7 or any equivalent qualification from a recognized institution.

Assessment

Assessment arrangements are based on the following:

Online Quizzes, assignments, online Forum discussions and online written examinations will be used to assess the students. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Both Formative and Summative assessment techniques are used.

Formative assessment techniques are used to monitor student learning

during the learning process. The feedback gathered is used to identify areas where students are struggling so that instructors can adjust their teaching and students can adjust their studying.

Summative assessment techniques are used to evaluate student learning. These assessments are appreciated at the end of a course to measure the extent to which students have achieved the desired learning outcomes. The major components of this technique are:

- Exams. This includes final exams and Quizzes at the end of course units.
- Papers, projects, and presentations. These give students the chance to go deeper with the material to put the knowledge they have acquired to use or create something new from it.
- Portfolios. These give students a chance to spell out the concepts or techniques used with each course, the themes addressed, and the hurdles faced to bring a sense of completion to the learning process.

Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails the project with a mark of less than 50% will be

allowed one opportunity to re-submit the project three months after the publication of results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 50% of the courses or credits.

Mode of Teaching

This Qualification is going to run on an online learning and teaching mode. The course content will be delivered online through IUM Learning Management System (LMS). Students are required to schedule their time in a way that they can log in to their course module for at least 2 hours every week. The following are the methods of delivery:

- Self-learning
- Virtual Classrooms
- Video Modules
- Microlearning
- Mobile learning
- Online Learning Tools

Resources Required

As a necessity for distance and remote learning, students are required to have access to internet-enabled electronic gadgets such as:

- Laptop (with a webcam)
- Desktop (with a webcam)
- Smart cell phone
- Tablet

Course Structure

YEAR 1				
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Course Code	Course Title	Semester	NQF level	Credits
AEN80US	Applied Entrepreneurship management	1	8	10
MPD80US	Mobile Applications development	1	8	14
EXS80US	Expert System	1	8	14
ACA80US	Advanced Computer Systems and Architecture	1	8	14
ERP80US	Enterprise Resource Planning System	2	8	14
ECM80US	E-Commerce	2	8	14
CPA80US	Computer Auditing	2	8	14
XBI80US	Research Project	Year	8	30

BACHELOR OF SCIENCE IN SOFTWARE DEVELOPMENT HONOURS (NQF LEVEL 8)

	Compulsory	Elective
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Level 8 credits:	96	42
Minimum total credits required:	96	28

Rationale

The Bachelor of Science in Software Development Honours is designed to eradicate the shortage of software developers in Namibia and the whole of Africa. The qualification is developed in line with the NQF requirements while addressing the need for programming expertise in the IT industry.

Purpose

The software development programme was designed in response to the

information technology challenges affecting Namibia and the region. Namibia is a fast-growing technologically-based economy. The growth requires certain skills and competencies in information technology.

This qualification equips the students with the essential tools and proven techniques – including business as well as IT skills specialising in the development of software that can help solve specific problems technically – to spearhead major developmental initiatives and create cultures of innovation and engagement.

Duration of the Qualification

The study period for the qualification is:

Online mode - Minimum: 1 Year; Maximum: 2 Years.

The qualification comprises semesters, per academic year. There are two (2) semesters. Semester 1 runs from January to June. Semester 2 runs from July to December.

Admission Requirements

To be registered for this qualification – Bachelor in Software Development Honours, candidates must hold a Bachelor in Software Development at NQF Level 7 or any equivalent qualification from a recognized institution.

Assessment

Assessment arrangements are based on the following:

Online Quizzes, assignments, online Forum discussions and online written examinations will be used to assess the students. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Both Formative and Summative assessment techniques are used. Formative assessment techniques are used to monitor student learning during the learning process. The feedback gathered is used to identify

areas where students are struggling so that instructors can adjust their teaching and students can adjust their studying.

Summative assessment techniques are used to evaluate student learning. These assessments are appreciated at the end of a course to measure the extent to which students have achieved the desired learning outcomes. The major components of this technique are:

- Exams. This includes final exams and Quizzes at the end of course units.
- Papers, projects, and presentations. These give students the chance to go deeper with the material to put the knowledge they have acquired to use or create something new from it.
- Portfolios. These give students a chance to spell out the concepts or techniques used with each course, the themes addressed, and the hurdles faced to bring a sense of completion to the learning process.

Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of the results. A student who fails a course with an overall mark of 39% or below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 50% of the courses or credits.

Mode of Teaching

This Qualification is going to run on an online learning and teaching mode. The course content will be delivered online through the IUM Learning Management System (LMS). Students are required to schedule their time in a way that they can log in to their course module for at least 2 hours every week. The following are the methods of delivery:

- Self-learning
- Virtual Classrooms
- Video Modules
- Microlearning
- Mobile learning
- Online Learning Tools

Resources Required

As a necessity for distance and remote learning, students are required to have access to internet-enabled electronic gadgets such as:

- Laptop (with a webcam)
- Desktop (with a webcam)
- Smart cell phone
- Tablet

Course Structure

YEAR 1			
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Course Code	Course Title	Semester	Credits
ESS80US	Embedded Systems and Software	1	14
SQA80US	Software Quality Assurance	1	14
PWP80US	Programming with python	1	14

OPR0US	Operation Research	2	14
GMD80US	Game Development (Electives)	2	14
CNS80US	Cryptography and Networking security (Electives)	2	14
CSL80US	Cyber security and law (Electives)	2	14
XSD80uy	Research Project	Year	40

CERTIFICATE IN TOURISM, HOSPITALITY AND EVENTS MANAGEMENT (NQF LEVEL 5)

	Compulsory	Elective
Level 4 credits:	40	-
Level 5 credits:	80	-
Minimum total credits required:	120	-

Rationale

This qualification is designed to provide students with the necessary skills for the provision and delivery of quality service in the tourism and hospitality industry. It will sharpen such skills as:

- Customer service skills
- Culinary skills
- Management and leadership skills

The Certificate in Tourism, Hospitality and Events Management targets students who want to become:

- Front Office Assistants
- Customer Care Consultants
- Housekeepers/ Supervisors
- Hospitality Sales Representatives
- Tourism Health and Safety Officers
- Tourism Consultants and Service Agents
- Tourism and Hospitality Marketing Agents

Purpose

The main purpose of the Certificate in Tourism, Hospitality and Events Management (Level 5) is to develop students' basic professional knowledge in the dynamic and diverse tourism industry.

Duration of Qualification

The study period for the qualification is:

- Minimum: 1 Year
- Maximum: 2 Years.

The programme comprises two (2) semesters, i.e. two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Admission/Entry Requirements

To be registered for this qualification, a prospective student must:

- Hold a Namibia Senior Secondary Certificate (NSSC) Ordinary or Higher Level with passes in 5 subjects; or equivalent, with a minimum of D grade in English Language, and should total twenty points or more; OR
- Enter through a flexible learning path – mature age/prior learning with five years of relevant experience in various fields of tourism information technology or related fields. Achievement of these requirements will not automatically guarantee acceptance into the programme. This can only be achieved after successful interview and/or aptitude placement tests at the IUM.

If in possession of a foreign qualification, submit an NQA Evaluation report of their foreign qualifications to the IUM for consideration.

Assessment

Assessment arrangements are based on the following:

Online Quizzes, assignments, online Forum discussions and online written examinations will be used to assess the students

Coursework/Continuous Assessment

Continuous Assessment (CA) for the theory-based course attracts 40% of the final grade. This will come from the activities such as tests, group activities, assignments (group/ individual), demonstrations and presentations (in a preparation room or laboratory or work station), practical assessments through score sheets, timed observations and evaluations undertaken by the student during study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course. Students must score at least 50% in their practical for those courses to qualify to sit for the final examinations.

Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration.

Examiners may, in addition to written examination, test any candidate orally.

Whereas for practical courses; namely Housekeeping operations, Food Handling, Health, Safety and Security in Tourism and Hospitality as well as Front Office Operations, Continuous Assessment (CA) will attract 70% of the CA mark from practical work. 30% of CA marks will be attained from the theory. Practical examinations will be set up for the above three courses and examined. 100% of the final mark will be divided into 70% practical and 30 % written examination.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying more than 50% of the courses or credits.

Mode of Teaching

This Qualification is going to run on an online learning and teaching mode. The course content will be delivered online through the IUM Learning Management System (LMS). Students are required to schedule their time in a way that they can log in to their course module for at least 2 hours every week. The following are the methods of delivery

- Self-learning
- Virtual Classrooms
- Video Modules
- Microlearning
- Mobile learning
- Online Learning Tools

Resources Required

As a necessity for distance and remote learning, students are required to

have access to internet-enabled electronic gadgets such as:

- Laptop (with a webcam)
- Desktop (with a webcam)
- Smart cell phone
- Tablet

Course Structure

YEAR 1				
Course Code	Course Title	Semester	NQF level	Credits
AEL40US	Applied English Language Skills	1	4	10
IEN40US	Introduction to Entrepreneurship	1	4	10
MTH51US	Mathematics	1	5	10
MIE50US	Microeconomics	1	5	10
CSS50US	Customer Service Skills	1	5	10

ITH50US	Introduction to Tourism Hospitality and Event Management	1	5	10
FAC51US	Financial Accounting 1	2	5	10
PMT50US	Principles of Marketing (for Tourism and Hospitality)	2	5	10
FHS50US	Food Handling, Health & Safety in Tourism and Hospitality	2	5	10
FOO50US	Front Office Operations	2	5	10
HKO50US	Housekeeping Operations	2	5	10
BIT41US	Basic IT Skills	2	4	10

BACHELOR HONOURS IN TOURISM, HOSPITALITY AND EVENTS MANAGEMENT HONOURS (NQF LEVEL 8)

	Compulsory	Elective
Level 6 credits:	-	20
Level 8 credits:	110	-
Minimum total credits required:	110	10

Rationale

The Bachelor of Tourism, Hospitality and Events Management Honours is a one-year qualification designed to equip students with knowledge, skills and competencies needed by tourism, hospitality & events business and industry in Namibia and beyond. It is intended for those who have completed their Bachelor in Tourism, Hospitality and Events Management Level 7 or others with a similarly credit-rated qualification in line with IUM entry requirements and credit transfer. It is also targeted at people currently in employment who aspire to further their studies to NQF Level 8 and increase their relevance and marketability, as well as specialize in particular fields of their choice. The curriculum is designed to equip students with diverse skills (communication in a foreign language, applied research methodology, services marketing strategies, strategic innovation management, events planning & management, sports tourism management, airline management, cultural tourism, parks and wildlife management skills).

Purpose

As the Namibian economy continues to grow, the demand for qualified human capital in tourism, hospitality and event supervisory or trainee management roles is increasing and fundamentally so. Thus, the purpose of this qualification is to train and equip the human capital factor which is of importance in tourism.

Duration of Qualification

The Bachelor of Tourism, Hospitality & Events Management Honours is conferred after one year of full-time or part-time study in one or more areas of tourism, hospitality & event specialisation and the maximum study period is two years.

The year of study will be divided into two semesters and students are expected to take six examinable courses in the first semester and two-year courses examinable at the end of the year. The second semester mainly focuses on research methodology and field projects in addition to one elective subject. Semester 1 runs from January to June. Semester 2 runs from July to December.

Admission /Entry Requirements

The minimum entry requirement is an appropriate Bachelor in Tourism, Hospitality or Events Management (NQF Level 7) offered by the IUM or any qualification from the NQA-recognised institution.

Meeting these requirements will not automatically guarantee admission into the programme. This can only be achieved after successful interview and/or aptitude placement tests as determined by the IUM Senate.

Assessment

Special assessment arrangements are based on the following:

Continuous Assessment (CA) for the theory-based course attracts 40% of the final grade. This will come from activities such as Online Quizzes, assignments, online Forum discussions, demonstrations and presentations (in a preparation room or laboratory or workstation), practical assessments through score sheets, timed observations and evaluations undertaken by the student during the study period and online written examinations will be used to assess the students.

Examinations

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration. Examiners may, in addition to written examination, test any candidate orally. Taken in this final year of study, the Bachelor in Tourism, Hospitality and Events Management Honour, Research Project is meant to engage students in research with a faculty member designated to a student by the faculty to generate the knowledge necessary to complete all the requirements for the award of the qualification.

Each student must independently complete a 10,000 – 15,000 word research project. The research should be original on a topic related to Tourism, Hospitality, and Events Management. The research should have a clearly defined

problem statement, a review of the existing literature on the chosen topic, original evidence offered to support the research project, consideration of alternative rival hypothesis, and a conclusion with recommendations. Upon completion of writing the research project, the student would be required to present their research findings before a faculty-selected project panel.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

A student who fails the project with a mark of less than 50% will be allowed one opportunity to re-submit the project three months after the publication of results. A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed. A student may not proceed from one level to the next higher level carrying a deficit of more than 30% of the courses or credits.

Mode of Teaching

This Qualification is going to run on an online learning and teaching mode. The course content will be delivered online through the IUM Learning Management System (LMS). Students are required to schedule their time in a way that they can log in to their course module for at least 2 hours every week. The following are the methods of delivery:

- Self-learning
- Virtual Classrooms
- Video Modules
- Microlearning
- Mobile learning
- Online Learning Tools

Resources Required

As a necessity for distance and remote learning, students are required to have access to internet-enabled electronic gadgets such as:

- Laptop (with a webcam)
- Desktop (with a webcam)
- Smart cell phone
- Tablet

Course Structure

YEAR 1				
Course Code	Course Title	Semester /Year	NQF level	Credits
SMS80US	Services Marketing Strategies	Year	8	10
EVT80US	Events Management	Year	8	10
CET80US	Cultural Tourism	1	8	10
AEN80US	Applied Entrepreneurship and Management	1	8	10
ARM80US	Applied Research methodology	1	8	10
XTP80US	Research Project	2	8	30
AIR80US	Airline Management	2	8	10
SPT80US	Sports Tourism	2	8	10

WPM80US	Wildlife & Parks Management	2	8	10
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FR260US	FRENCH 2B	2	6	10
GR260US	GERMAN2B	2	6	10

POSTGRADUATE DIPLOMA IN KNOWLEDGE MANAGEMENT SCIENCES (NQF LEVEL 8)

Level of qualification: 8

Total credits available: 164

Total credits required: 152

	Compulsory	Elective
Level 8 credits:	140	24
Minimum total credits required:	140	12

1. Description of the qualification

1.1.Purpose

One of the key aims of Namibia's Vision 2030 was to transform Namibia into a Knowledge-Based Economy (KBE) and to intensify knowledge management and its utilisation to accelerate national development by the target year 2030. While other sectors closely related to KBE such as ICTs utilization, formal education, and strengthening of the economy have received attention, knowledge management and its utilization have not yet received sufficient attention.

At the international level, there is a strong consensus that knowledge is the key driver of socioeconomic development, and countries (and institutions in the public and private sectors) that have not actively embraced this new way of decision-making are being left behind in

their abilities to cope with modernization and enhanced and improved performance to achieve competitiveness. There is an urgent need to improve the performance of individuals, institutions and the country as a whole by sharpening the capacity to harness the opportunities offered by the knowledge revolution, which will multiply the flow of new ideas and innovations from both internal and external sources to entrench the culture of knowledge-intensive organisations and knowledge society in general. Knowledge Management Science is fundamental for all kinds of knowledge work, and Knowledge Management is a universal management discipline to create value-addition based on data, information, and knowledge.

This qualification, therefore, is an attempt at engaging interested individuals who qualify to take this intensive knowledge management course through which a wide range of knowledge-sharing practices and tools, innovation creation, and application of ICTs in content management shall be a formal programme of study in the country.

Therefore, the rationale for developing this qualification is to produce well-qualified individuals with knowledge balanced between science, management, and policy, and to provide a scientific understanding of Knowledge Management, applicable in sustainable development and policy-making context. Vision 2030 fully embraces the idea of Knowledge Management for Sustainable Development; the type of development that meets the needs of the present, without limiting the ability of future generations to meet their own needs.

There are no known courses being offered in the country that deal in detail with this subject matter. The IUM and her international partners-(KM4DP) have recognized this gap and have now positioned themselves to take the necessary steps to provide training in this critical area of Knowledge Management Science for Sustainable Development.

The development of this qualification was a result of wide consultations with various stakeholders such as The Ministry of Information and Communication Technology, the Ministry of Higher Education, Technology and Innovation; The Namibia Broadcasting Corporation (NBC), New Era Newspaper, NAMPOWER, the FesMedia (Friedrich-Ebert-Stiftung); and the University of Namibia (UNAM). The university also consulted the Ministry of Agriculture, Water and Land Reform; and the Ministry of Environment, Tourism and Forestry, which are other key stakeholders.

1.2 Target Candidates

Students will be admitted into this qualification if they hold an NQF level 7 qualification in any discipline or equivalent qualification including the following: social sciences and humanities, science, media and library and information studies, and human resources among others.

The Postgraduate Diploma in Knowledge Management Sciences (Level 8) grants admission to Master of Science in Knowledge Management Level 9 or any other related qualification at NQF Level 9.

1.3 Outcomes for the whole qualification

Holders of this qualification are able to:

- Create customer value based on knowledge leadership and impact-bearing provision of knowledge products and services.
- Assist customers to access the right knowledge available at the right time in the right format to take the right decision and action.
- Facilitate the creation of knowledge networks; unleash the knowledge, experiences and co-creativity of intercultural and international teams and communities.
- Provide leadership in the digitalisation of information flows and knowledge processes.
- Drive the national transformation process into inclusive knowledge societies and contribute
- to sustainable development.
- Establish mastery in the field of knowledge management practices, tools application, and apply key theories of Knowledge Management and policy and strategy formulation for a Knowledge Management system.

2. Regulations for the qualification

2.1. Summary of qualification requirements

This qualification will be awarded to people credited with a minimum of 152 credits, and who have met the requirements of the compulsory section.

2.2.Detailed qualification requirements

Compulsory

All the outcomes of the learning listed below are required.

FIELD: Business, Commerce, Management Studies and Technology Management

Subfield: Knowledge Management Science

Course Title	Outcomes of Learning	Level	Credits
Advanced Academic writing	Apply the general language skills for academic study.	8	NCB
Knowledge Management Practices, Tools and Strategies	Demonstrate a detailed understanding of knowledge management practices and their application in an organization.	8	12
Knowledge Management Technologies	Establish how various technologies can be applied to support knowledge management initiatives	8	12
Communication and Knowledge Sharing	Analyse the strategies of communication to promote knowledge sharing among employees and/or members of a community.	8	12
Research Methodology	Develop the capacity to apply relevant research methodologies, research proposal writing, and data analysis in their research field.	8	12

Research Project (Case Study)	Write a mini-thesis based on the knowledge management research project.	8	30
Organisation Leadership and Knowledge Management	Demonstrate an understanding of the complex way the leadership of an organisation plays an influential role in the adaptation of knowledge management	8	12
Indigenous Knowledge Systems and Decolonisation	Discuss the application of indigenous knowledge management systems to different socio-economic sectors – including agriculture, livestock, climate change, cultural traditions, and economic spheres of life.	8	12
Intellectual Property Management for Knowledge Management	Analyse the general concepts of intellectual property and how they relate to knowledge management	8	12
Management of Innovations and Digital Transformation	Illustrate the strategies for the management of innovations and digital transformation in specific sectors of the economy of a country.	8	12
Electives – Choose one From Below			

Knowledge-Based Economy and Knowledge Society	Discuss the enabling regulatory environment for the knowledge-based economy and knowledge society and identify gaps in its implementation.	8	12
Knowledge for Sustainable Development	Identify the central pillars that a country can apply to put knowledge at the centre of its development paradigm.	8	12

3. Credit recognition and transfer arrangements

Candidates from other institutions or programs will be treated on a case-by-case basis depending on the relevance of the curricula followed at the previous institution or program. Credit recognition of another institution or program's courses can only be extended up to 50% of the credits needed for the qualification.

4. Teaching and Learning Methodology /arrangements

4.1. Delivery requirements

This qualification will be offered through a blended learning approach. The study period for the qualification is a minimum of 1 year (full-time/part-time/block mode) and a maximum of 3 years. The qualification comprises two (2) semesters per academic year. Semester one (1) runs from January to June and semester two (2) runs from July to December.

4.1.2 Teaching strategies and methods

The Lecture delivery methods for this qualification will comprise blended learning approaches. Each lecture will have 4 contact hours per week, in which e-learning and blended learning will be applied in the delivery of courses to support the face-to-face delivery. The following are the methods of delivery, flipped classroom, case study research method, self-learning, social media, and online learning tools. Central class presentations (PowerPoint) by students, lecturer-led class discussions,

individual and group exercises and case analysis (where applicable) will all be part of the learning strategy. In addition, the teaching and learning processes will take place through tutorial activities and discussions, collaborative group tasks, practical projects/case studies, tests and written assignments.

4.2. Assessment arrangements

Students will be assessed using assignments, group work and tests, at the end, of course, units, projects, report writing and presentations. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period. Students must score at least 50% in each course /course coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course. Formal Exams (FE) will contribute 60% of the final mark.

Each student must complete one Case Study research project in the last semester of study.

4.3. Quality assurance requirements

Commitment is made to ensure that the qualification remains relevant, and current and provides students with a high-quality teaching and learning experience. Earnest efforts are made to ensure that quality assurance requirements are met through incorporating regular monitoring, review, benchmarking and continuous improvement. In addition, this qualification will be taught by person/s who have higher qualifications than Level 8.

Quality shall also be assured through:

- Accreditation and registration on the National Qualifications Framework (NQF) by the Namibia Qualifications Authority (NQA) and in concurrency with National Council for Higher Education (NCHE).
- Engagement with relevant stakeholders from the industry.
- Benchmarking and regular review of policies, curriculums, delivery strategies and assessments.

- Regular monitoring of lecture activities and staff development.
- Students' regular completion of evaluation forms for each course studied.
- A dual performance evaluation system where lecturers and students appraise each other.
- Moderation (internal and external) of continuous assessments and final examinations.
- Lecturers who will teach this qualification must have NQF level 9 qualification in the relevant field.

5. Transition arrangements

5.1 Non-National Qualifications Framework Transition

This is a new qualification and does not replace an existing NQF Qualification (Pre-NQF Qualification)

5.2 National Qualifications Framework Transition

This Qualification does not replace any existing NQF Qualification

Course Title	Outcomes of Learning	Level	Credits
Academic Writing	<ul style="list-style-type: none"> • Demonstrate the link between reading, writing and the writing process. • Apply the correct academic reading strategy for a specific purpose, and the stages of the writing process to produce written work aligned to academic writing conventions. • Expand text comprehension through a range of course-related academic text. • Write a generic report with all the specified elements and sections to demonstrate an understanding of what research writing entails. 	8	NCB

<p>Knowledge Management Practices, Tools and Strategies</p>	<ul style="list-style-type: none"> • Identify the main knowledge management practices and tools and give a detailed explanation of their application in an organization. • Establish how a knowledge-sharing culture can be successfully integrated with the organization's culture. • Establish knowledge networking, and communities of practice, knowledge partnerships. • Create high awareness of how knowledge management practices and tools are applied as part of knowledge management strategy in an organization. 	<p>8</p>	<p>12</p>
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<p>Knowledge Management Technologies</p>	<ul style="list-style-type: none"> • Discuss how various technologies can be applied to support knowledge management initiatives. • Identify the benefits and limitations of various technological approaches to knowledge management. • Identify suitable technologies to support organisational knowledge management initiatives. 	<p>8</p>	<p>12</p>
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<ul style="list-style-type: none"> • Knowledge for • Sustainable • Development 	<ul style="list-style-type: none"> • Identify key approaches a country needs to adapt to become a knowledge-centred nation. • Establish how South-South knowledge sharing can be successfully used and the tools and techniques. and procedures which are available to establish such collaboration and networking. • Analyse the policies and strategies required at the country level to strengthen knowledge for sustainable development. 	8	12
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<p>Communication and Knowledge Sharing</p>	<ul style="list-style-type: none"> • Investigate the role of communication in promoting knowledge sharing among employees and/ or members of a community. • Identify the strategies for sharing knowledge in an organization, including Community of Practice and how to manage communication barriers. • Articulate Theory and Practice of organization learning. 	<p>8</p>	<p>12</p>
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Research Methodology	<ul style="list-style-type: none"> • Design a framework of research methodology that can be used for conducting research in Knowledge Management science • Identify and investigate research problems and come up with solutions which lead to the strengthening of this sector in society. • Select relevant research methodologies and techniques and show how they are used in a research proposal • Analyse and evaluate their findings and compare them to those of other researchers. 	8	12
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Research Project (Case Study)	<ul style="list-style-type: none"> • Prepare and present a research proposal for approval before embarking on a research study • Conduct a literature review and identify an appropriate research design. • Carry out data collection and present research results or publish the research ideas/results through peer-reviewed journals or Knowledge Sciences conferences. 	8	30
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<p>Indigenous Knowledge Systems and Decolonisation</p>	<ul style="list-style-type: none"> • Analyse Indigenous ways of knowing and draw implications to the wider use of Indigenous Knowledge System. • Establish perceptions of Indigenous Knowledge System by the rural populations the educated classes and the underlying causes for such perceptions. • Identify major barriers to the incorporation of Indigenous Knowledge System in development and innovation across generations. 	<p>8</p>	<p>12</p>
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<p>Organisation Leadership and Knowledge Management</p>	<ul style="list-style-type: none"> • Discuss and critique the influence of leadership on knowledge management adaptation in an organisation. • Discuss the theories and principles of leadership. • Discuss the leadership's capacity to promote change management. • Conduct an assessment of the ability of an organisation to implement strategic plans. 	<p>8</p>	<p>12</p>
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Intellectual Property Management for Knowledge Management	<ul style="list-style-type: none"> • Analyze the general concepts of intellectual property. • Identify the topics in intellectual property that relate to knowledge management. • Analyze the role of Intellectual Property in the management of knowledge specifically in publications. • Apply the specific concepts of copyright, patents and trade secrets in Intellectual Property in relation to Knowledge Management. 	8	12
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<p>Knowledge-Based Economy and Knowledge Society</p>	<ul style="list-style-type: none"> • Discuss the enabling regulatory environment and framework and identify gaps and required improvements. • Conduct an assessment of Namibia's/ Africa's readiness to become a knowledge-based economy. • Identify the knowledge content in agriculture, SMEs, manufacturing and the service sector and how it can be raised/improved through value addition to achieve competitiveness. • Discuss the role of education, ICT and innovation in the creation of a knowledge-based economy. 	<p>8</p>	<p>12</p>
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Management of Innovation and Digital Transformation	<ul style="list-style-type: none"> • Illustrate the strategies for the management of innovations in specific sectors. • Apply concepts, theories and strategies of innovation management and digital transformation. • Analyze and apply innovation and digitalization to social services. • Analyze and contrast different technology transfer strategies. • Implement change management in a digital transformation context. • Discuss the Namibian policies/Laws on innovation, digital transformation and entrepreneurship. 	8	12
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MASTER OF SCIENCE IN KNOWLEDGE MANAGEMENT

Level of qualification: 9

Total credits available: 240

Total credits required: 240

	Compulsory	Elective
Level 9 credits:	240	-
Minimum total credits required:	240	-

6. Description of the qualification

6.1.Purpose

The absence of local education and training in the discipline of Knowledge Management to build the necessary human resource base to meet the long-term Vision 2030 goal of creating a knowledge-based society has been identified by stakeholders for some time now. Equally noteworthy is the importance of intensifying knowledge management and its utilisation to accelerate national development as the United Nations Educational, Scientific and Cultural Organisation (UNESCO) (and other international agencies) have identified knowledge as the ultimate resource for the creation of a modern knowledge society and knowledge-intensive organizations. Consequently, many bilateral agencies have built strong knowledge management programmes as part of their strategic framework

The purpose of this qualification is to provide an opportunity to students who have completed the Diploma in Knowledge Management (NQF Level 8) to take advanced studies through the Master of Science in Knowledge Management that will make them more proficient practitioners in the field in a variety of contexts. The Master of Science in Knowledge Management (MSc) offers students an opportunity to broaden and deepen their knowledge in the discipline, not only through engaging in an in-depth study of knowledge management theory but also by taking part in learning activities that involve the practical application of knowledge management in a variety of contexts. This qualification further develops students' cognitive and intellectual skills thereby enabling them to think

critically and use their knowledge management skills in a variety of organizational situations and contexts. Holders of this qualification will be able to work and conduct research and consultancies in a wide range of Knowledge management-related professions.

The development of this qualification was a result of wide consultations with various stakeholders such as The Ministry of Information and Communication Technology, the Ministry of Higher Education, Technology and Innovation; The Namibia Broadcasting Corporation (NBC), New Era Newspaper, NAMPOWER, the FesMedia (Friedrich-Ebert-Stiftung); and the University of Namibia (UNAM). The university also consulted the Ministry of Agriculture, Water and Land Reform; the Ministry of Environment, Tourism and Forestry, which are other key stakeholders

This will be the first time such an advanced course In Knowledge Management is run in the country as there are no known courses being offered in the country that deal in detail with this subject matter at this level.

1.2 Outcomes for the whole qualification:

Holders of this qualification are able to:

- Demonstrate comprehensive, systematic and in-depth mastery of knowledge management sciences, research and analytical skills used in the formulation of new, cutting-edge learning, practical principles or processes relevant to knowledge management sciences.
- Demonstrate advanced knowledge of existing discourses, issues and paradigms related to the area of knowledge management sciences.
- Formulate and undertake research on new areas and generate new ideas that add value and new knowledge in knowledge management sciences.
- Apply the knowledge acquired to improve theory and practice in the specific area of knowledge management sciences.
- Disseminate widely the research results through scholarly publications, conference papers, and contributions to

academic and policy platforms in Namibia and abroad.

7. Regulations for the qualification

7.1.Summary of qualification requirements

This qualification will be awarded to people credited with a minimum of 240 credits and who have met the requirements of the compulsory section.

7.2.Detailed qualification requirements

Compulsory

All the outcomes of the learning listed below are required.

FIELD: Business, Commerce and Management Studies

Subfield: Knowledge Management

Course Title	Outcomes of Learning /Learning Outcomes	NQF Level	Credit
Research Methodology	Construct research and write up a research report to communicate findings.	9	NCB
Advanced Academic Writing for Postgraduate Studies	Carry out and write research reports, write articles for publications in journals, magazines and other media.	9	Non-credit bearing
Dissertation	Apply research and development skills by designing and completing an independent research study	9	240

Admission requirements

To be admitted for the Master of Science in Knowledge Management, the candidate:

- Must hold a Postgraduate Diploma in Knowledge Management Science or an equivalent qualification at (NQF Level 8) in a relevant discipline.

8. Articulation

The Master of Science in Knowledge Management grants admission to a PhD programme or any other NQF Level 10 qualification in Management Sciences or related fields.

9. Credit recognition and transfer arrangements

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. A credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

To be awarded these credits, IUM will need to assess the courses or combination of courses as equivalent to IUM courses.

The awarded credits are governed by the IUM degree programme rules and the rules covering credit. Courses awarded as credits need to have been studied within the past 5 years.

Generally, a credit will be given if the courses were taken at an accredited institution of higher learning; the course was equivalent to courses offered at IUM or compatible with Namibian Qualification Authority requirements.

As the Qualification is primarily by dissertation, there will be no coursework to be evaluated. However, the dissertation partly completed in another university can be evaluated and given a transfer. If the material is outdated more than 5 years since the partially completed dissertation was attended, the candidate may be required to update the work they have done before proceeding.

Credits earned at IUM are also transferable to other institutions of higher learning. Acceptance of credits earned at other institutions is limited to 50% of the total credits required for an IUM qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

The IUM reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgment of the IUM on this question shall be final.

The IUM reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

10. Teaching and Learning Methodology/arrangements

10.1. Delivery requirements

Students preparing for the award of the Master of Science in Knowledge Management by dissertation must be supervised by recognised experts in the field of study. At least one of these experts must hold a recognized qualification at the PhD level preferably in the field of study. Supervisors allocated to students will be approved by the Postgraduate Studies and will act in accordance with the instructions issued by the Committee and approved by Senate and the University Council.

The Master of Science in Knowledge Management takes a minimum of two-years to four years maximum. This is mainly a research qualification but a series of block lecturers will be put in place to prepare students for the dissertation writing and completion. The following are the methods of delivery: flipped classroom, case study research method, self-learning, social media, and online learning tools. In addition, the online teaching and learning processes will take place through tutorial activities and discussions, collaborative group tasks, and practical projects/case study.

The attainment of this qualification requires significant levels of self-directed study and research actions that require access to specialized research resources and/or facilities. The Lecture delivery methods for this qualification (Non-credit bearing) will comprise online learning and blended learning and one-to-one supervisory approaches. Thus e-learning and blended learning will be applied in the delivery of some courses/workshops to support the research of students. The lectures will focus on the research methodology courses and language communication to assist students to complete their MSc by Dissertation (240 NQF Credits).

4.2. Assessment arrangements

The award of this qualification first requires the presentation and defence of a research proposal that is accepted by the Postgraduate Committee of the Senate. After the research is done and the dissertation has been fully written, the dissertation will be submitted to a panel of examiners for external review and if they are satisfied, the candidate will be called upon to defend his/her dissertation. The panel of examiners will consist of three examiners. At least one of the examiners will be external to the IUM and will not have been one of the supervisors of the candidate being examined. All the processes of this qualification will be conducted under the oversight of the Faculty/Centre under the oversight of the supervision/coordination of the Postgraduate Committee. Normally the external examiners will be senior academics at the Senior Lecturer level and above with experience in teaching and research at the postgraduate studies level and at least three years after their PhD graduation.

4.3. Quality assurance requirements

Commitment is made to ensure that the qualification remains relevant and current and provides students with a high-quality teaching and learning experience. Earnest efforts are made to ensure that quality assurance requirements are met through incorporating regular monitoring, review, benchmarking and continuous improvement. In addition, this qualification will normally be taught by person/s that have higher qualifications than NQF Level 9.

Quality shall also be assured through:

- Accreditation and registration on the National Qualifications Framework (NQF) by the Namibia Qualifications Authority (NQA) and in concurrency with National Council for Higher Education (NCHE).
- Engagement with relevant stakeholders from the industry.
- Benchmarking and regular review of policies, curriculums, delivery strategies and assessments.
- Regular monitoring of lecture activities and staff development.
- Students' regular completion of evaluation forms for each course studied.

- A dual performance evaluation system where lecturers and students appraise each other.
- Moderation (internal and external) of continuous assessments and final examinations.

11. Transition arrangements

5.1 Non-National Qualifications Framework Transition (Pre-NQF Qualification)

This qualification does not replace any existing non-NQF qualification.

Course Title	Outcomes of Learning	Level	Credit
Research Methodology	<ul style="list-style-type: none"> • Identify an area or areas suitable for research • Analyse the relevant and authoritative literature • Devise appropriate research methodology • Apply research skills acquired to advance research in the area of Knowledge Management specialization • Discuss research findings and integrate findings with the literature • Draw conclusions and make relevant conclusions 	9	Non-Credit Bearing

Advanced Academic Writing for Postgraduate Studies	<ul style="list-style-type: none"> • Cite sources accurately, using a recognized and accepted system. • Identify instances of plagiarism and explain why it is a serious offence in academic writing. • Paraphrase effectively information from the internet; • Produce academic papers to increase awareness of the academic process. 	9	Non-Credit Bearing
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Dissertation	<ul style="list-style-type: none"> • Demonstrate comprehensive, systematic and in-depth mastery of knowledge Management sciences, research and analytical skills used in the formulation of new, cutting-edge learning, practice principles or processes relevant to Knowledge Management • Demonstrate advanced knowledge of existing discourses and debates on issues related to the area of research in knowledge management sciences. • Exhibit knowledge of advanced research methods and methodology and techniques for data collection and analysis using qualitative, quantitative and/or mixed methods. • Formulate and undertake research in new areas and generate new ideas that add value and new knowledge to the area of specialization. • Disseminate widely the research results through scholarly publications, conference papers, and contributions to academic and policy platforms in Namibia and abroad. 	9	240

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT (NQF LEVEL 5)

	Compulsory	Elective
Level 4 credits:	30	-
Level 5 credits	90	-
Minimum total credits required:	120	-

Rationale

The Government of the Republic of Namibia (GRN) adopted a long-term plan, namely, Vision 2030. This national economic blueprint serves as a basis for planning Namibia's future. Vision 2030 envisages Namibia transitioning into an industrialised and globally competitive country of equal opportunity, sustainably achieving its maximum growth potential, with improved quality of life for everyone. To achieve this goal, Namibia needs to develop human capital as well as institutional capacity to train people needed to meet the envisaged demand of Namibian human capital development. Developing human capital, especially in human resources is not the sole responsibility of the government. The corporate world, both private and public, has a social responsibility to complement government efforts in the development of the requisite human resource skills for a knowledge-driven society.

The Certificate in Human Resource Management is designed to teach the students the real-life human resource tools required for employment and wealth creation in Namibia. This certificate is designed to meet the challenges Namibia faces concerning the lack of qualified human resource practitioners in the public and private sectors especially in the small and medium sectors.

Purpose

Certificate in Human Resource Management is designed for people who are currently working and also those who are unemployed with an interest in developing their human resource expertise.

Duration of the Qualification

The study period for the programme is a minimum: of 1 Year and a

Maximum: of 2 Years.

The programme comprises a minimum of two (2) semesters, i.e. two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Admission/Entry Requirements

The entry requirements to this certificate in Human Resources shall be a Namibian Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), provided that the candidate has passed five subjects (including English at D) normally in not more than three examination sittings with a minimum of 20-24 points on the IUM's evaluation scale.

Students may enter through a mature age entry, provided they are:

- 25 years old or over in the year in which admission is sought
- Have at least 2 years of working experience
- Have at least a pass at grade 10
- Provide a suitable reference from a recognised public official

Meeting any of these requirements will not automatically guarantee admission into the programme. This can only be achieved after successful interview and/or aptitude placement tests as determined by the IUM senate.

Assessment

Assessment arrangements are based on the following:

Online Quizzes, assignments, online Forum discussions and online written examinations will be used to assess the students. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Both Formative and Summative assessment techniques are used. Formative assessment techniques are used to monitor student learning during the learning process. The feedback gathered is used to identify areas where students are

struggling so that instructors can adjust their teaching and students can adjust their studying.

Summative assessment techniques are used to evaluate student learning. These assessments are appreciated at the end of a course to measure the extent to which students have achieved the desired learning outcomes. The major components of this technique are:

- Exams. This includes final exams and Quizzes at the end of course units.
- Papers, projects, and presentations. These give students the chance to go deeper with the material to put the knowledge they have acquired to use or create something new from it.
- Portfolios. These give students a chance to spell out the concepts or techniques used with each course, the themes addressed, and the hurdles faced to bring a sense of completion to the learning process.

Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Examination

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

Mode of Teaching

This Qualification is going to run on an online learning and teaching mode. The course content will be delivered online through the IUM Learning Management System (LMS). Students are required to schedule their time in a way that they can log in to their course module for at least 2 hours every week. The following are the methods of delivery:

- Self-learning
- Virtual Classrooms
- Video Modules
- Microlearning
- Mobile learning
- Online Learning Tools

Resources Required

As a necessity for distance and remote learning, students are required to have access to internet-enabled electronic gadgets such as:

- Laptop (with a webcam)
- Desktop (with a webcam)
- Smart cell phone
- Tablet

Course Structure

YEAR 1				
Course Code	Course Tittle	Semester	NQF level	Credits

AEL40US	Applied English Language Skills	1	5	10
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MTH51US	Mathematics	1	5	10
MIE50US	Microeconomics	1	5	10
POM50US	Principles of Management	1	5	10
FHR50US	Foundations of Human Resource Management	1	5	10
IEN40US	Introduction to Entrepreneurship	1	5	10
BNE50US	Business Ethics	2	5	10
HCD50US	Human Capital Development	2	5	10
LR151US	Labour Relations	2	5	10

PMK50US	Principles of Marketing	2	5	10
RMK50US	Relationship Marketing	2	5	10
BIT41US	Basic IT Skills	2	5	10

CERTIFICATE IN MARKETING MANAGEMENT (NQF LEVEL 5)

	Compulsory	Elective
Level 4 credits:	30	-
Level 5 credits	90	-
Minimum total credits required:	120	-

Rationale

Certificate in Marketing Management (Level 5) is designed for people who are currently working and unemployed and who are interested in developing their marketing expertise. Students will gain a significant level of knowledge and/or expertise in marketing goods or services in various industries. This qualification is designed to impart marketing skills which are useful for successful marketing careers, the creation of thriving business relationships in the interactive task of market research, analysis of consumer behaviour, and selling and promotion of services. The qualification is designed to teach the students the real-life marketing tools required for employment and wealth creation in Namibia.

Purpose

The purpose of this qualification is to provide graduate marketing managers with a forum (both written and oral) for presenting and defending their own marketing decisions and for critically examining and discussing the recommendations of others.

Duration of the Qualification

The study period for the programme is:

Minimum: 1 year and a Maximum: 2 Years.

The programme comprises a minimum of two (2) semesters, i.e. two (2) semesters per academic year. Semester 1 runs from January to June. Semester 2 runs from July to December.

Admission/Entry Requirements

To be admitted to study for this qualification, one shall have satisfied the minimum conditions for entry to degree studies at this University as prescribed under the

entry requirements in the IUM General Academic Regulations. This includes a minimum of 20 points from a Namibia Senior Secondary Certificate (Ordinary or Higher or a combination of both) or equivalent qualification(s), provided that the candidate has passed five subjects (including English at Grade D minimum) normally in not more than three examination sittings.

Mature age entry provided that a candidate meets the following:

- Are 25 years old or over in the year in which admission is sought
- Have at least 2 years of experience
- Have at least a pass at grade 10
- Provide a suitable reference from a recognised public official

Meeting these requirements will not automatically guarantee admission into the programme. This can only be achieved after successful interview and/or aptitude placement tests as determined by the IUM senate.

Assessment

Assessment arrangements are based on the following:

Online Quizzes, assignments, online Forum discussions and online written examinations will be used to assess the students. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Both Formative and Summative assessment techniques are used. Formative assessment techniques are used to monitor student learning during the learning process. The feedback gathered is used to identify areas where students are struggling so that instructors can adjust their teaching and students can adjust their studying.

Summative assessment techniques are used to evaluate student learning. These assessments are appreciated at the end of a course to measure the extent to which students have achieved the desired learning outcomes. The major components of this technique are:

- Exams. This includes final exams and Quizzes at the end of course units.
- Papers, projects, and presentations. These give students the chance to go deeper with the material to put the knowledge they have acquired to use or create something new from it.
- Portfolios. These give students a chance to spell out the concepts or techniques used with each course, the themes addressed, and the hurdles faced to bring a sense of completion to the learning process.

Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities and evaluations undertaken by the student during the study period.

Students must score at least 50% in each course to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course.

Examination

The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three hours duration.

Supplementary Examinations

A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.

Mode of Teaching

This Qualification is going to run on an online learning and teaching mode. The course content will be delivered online through IUM Learning Management System (LMS). Students are required to schedule their time in a way that they can log in to their course module for at least 2 hours every week. The following are the methods of delivery:

- Self-learning
- Virtual Classrooms
- Video Modules
- Microlearning
- Mobile learning
- Online Learning Tools

Resources Required

As a necessity for distance and remote learning, students are required to have access to internet-enabled electronic gadgets such as:

- Laptop (with a webcam)
- Desktop (with a webcam)
- Smart cell phone
- Tablet

Course Structure

YEAR 1				
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Course Code	Course Title	Semester	NQF level	Credits
AEL40US	Applied English Language Skills	1	5	10
IEN40US	Introduction to Entrepreneurship	1	5	10

POM50US	Principles of Management	1	5	10
MTH51US	Mathematics	1	5	10
MIE50US	Microeconomics	1	5	10
PMK50US	Principles of Marketing	1	5	10
FAC51US	Financial Accounting 1	2	5	10
HCD50US	Human Capital Management	2	5	10
CTS51US	Critical Thinking Skills	2	5	10
RMK50US	Relationship Marketing	2	5	10
QM151US	Quantitative Methods 1	2	5	10
BIT41US	Basic IT Skills	2	5	10

CERTIFICATE: SECRETARIAL AND OFFICE ADMINISTRATION

About this course

A qualified and competent Secretary is central to the smooth running of any business, ensuring day-to-day activities happen most efficiently. As a Secretary, you will require excellent skills in IT, and organization, good composure, flexibility, and strong interpersonal and communication abilities, which you will acquire from this course.

What you will learn

This course is designed to develop your keyboard skills, teach you how to master the most common business software packages and give you excellent communication techniques which will enable you to understand the language of business.

Who should attend?

For anyone who wants to improve their skills and those who may lack in this area, the courses will better your skills and enable you to work under pressure, and learn how to prioritize workloads which will enable a candidate to do the work efficiently.

Duration

One Semester [This period includes all activities that will take place, including holidays, classes and assessments.]

Entry Criteria

- Grade 10
- Mature entry is also encouraged.

Programme	Modules	Duration & Assessments
Certificate: Secretarial and Office Administration	Keyboard and Basic Typing KBT0SC	Semester-long. [See note above] Admissions in semester 1 and semester 2
	Word Processing IWPOSC	
	Spread sheets ISPOSC	
	Online Essentials IOEOSC	One (1) assessment will be done after every module and students should score 50% or more to qualify to write
	Computer Essentials ICEOSC	
	Office Administration 1 OA10SC	
	Basic Numeracy BN0SC	
	English Language Basics ELB0SC	the exam in May or November

CERTIFICATE CUSTOMER SERVICE FOR TOURISM, HOSPITALITY AND EVENTS (NEW)

About this course

The purpose of this course is to develop students' basic professional knowledge in the dynamic and diverse tourism industry.

What you will learn?

- The nature of customer service, introduction to customer service.

- Customer satisfaction and dissatisfaction.
- Personal attributes of tourism and hospitality personnel.
- Tangible and intangible services.
- Customs and etiquette of tourists' areas.
- Challenges in providing quality customer service.
- The future of customer services in Tourism, Hospitality & Events.

Who should attend?

This qualification is designed for people who are seeking to start a career in the customer service field.

Duration

One Semester [This period includes all activities that will take place, including holidays, class and examination.]

Programme	Subject	Duration & Assessments
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Certificate Customer Service for Tourism, Hospitality and Events	Customer Services for Tourism, Hospitality & Events CST50US	Semester-long Admissions in semester 1 and semester 2 One (1) assessment will be done for the module and Student should score 50% or more to qualify to write the exam in May or November
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CERTIFICATE: BOOKKEEPING

About this course

The purpose of this course is to give students with no prior knowledge of bookkeeping a foundation in the fundamentals of bookkeeping.

What you will learn?

You will learn these main functions:

- Basic English and Numeracy for a better understanding of Bookkeeping terms and calculations.
- The ability to maintain up-to-date record keeping of financial transactions.
- Correct accounting books i.e. Ledger
- Double-entry bookkeeping and notes.
- Introduction to financial statements.

- Basic Word Processing.

Who should attend?

This qualification is designed for people who are seeking to start a career in bookkeeping or as a financial clerk

Duration

One Semester [This period includes all activities that will take place, including holidays, class and examination.]

Programme	Modules	Duration & Assessments
Certificate in Bookkeeping	Introduction Bookkeeping IBKOSC	Semester-long
	Word Processing IWPOSC	

	Spread sheets ISPOSC	Admissions in semester 1 and semester 2 One (1) assessment will be done after every module and Student should score 50% or more to qualify to write the exam in May or November
	Computer Essentials ICEOSC	
	Online Essentials IOEOSC	
	Business Accounting BAOSC	

DIPLOMA: OFFICE ADMINISTRATION

About this course

With this course, you will improve on the high-quality, office skills training learnt in the Certificate in Secretarial and Office Administration course and you will also learn how to speak the language of business.

What you will learn

You will learn how to master in-demand software packages for presentations, project planning and databases, as well as excellent computer keyboard skills and how to create complex business documentation.

Who should attend?

Anyone who has completed the Certificate: Secretarial and Office Administration.

Duration

One Semester [This period includes all activities that will take place, including holidays, classes and examinations.]

Entry Criteria

Certificate: Secretarial and Office Administration

Programme	Modules	Duration & Assessments
Diploma: Office Administration	Advanced Typing & Speed Development TSD0SC	Semester-long.
	Computer Studies: Standard Profile Presentation IPT0SC	Admissions in semester 1 and semester 2
	Computer Studies: Standard Profile Using Databases IUD0SC	
	Computer Studies: Standard Profile IT Security ISE0SC	One (1) assessment will be done after every module and Student should score 50% or more to qualify to write the exam in May or November
	Office Administration 2 OA20SC	
	Business Communication BC0SC	
	Introduction to Bookkeeping IBK0SC	
	Business Ethics – BE0SC	

PREPARATORY COURSE

About this course

The Preparatory Course is a qualification which prepares students to study at university.

What you will learn

The Preparatory Course provides a good foundation in the knowledge and skills required for studying at the university level so that students are confident and well-prepared when they enrol for academic courses

at a higher education level.

Who should attend?

Students who do not meet the minimum entry point for academic courses.

Duration: Preparatory year February to November [This period includes all activities that will take place, including holidays, class and examination.]

Entry Criteria

18 or 19 points at Grade 12 in five subjects including English

Programme	Modules	Duration & Assessments
Preparatory PREP	Computer Studies: <ul style="list-style-type: none">• Word Processing IWP0SC• Spread sheets ISP0SC• Computer Essentials ICEOSC• Online Essentials IO-EOSC• Basic Arithmetic Skills PREBAS	February–September Two Continuous (2) Assessments will be done after every module and Student should score 50% or

	<ul style="list-style-type: none"> English for Academic Purposes <p>PREEAP</p> <ul style="list-style-type: none"> Essay Writing Note-taking and note-making Speaking and Listening Skills 	more to qualify to write the exam in November.
	<ul style="list-style-type: none"> Reading and Comprehension of Academic Texts Writing Standard Academic English Examination Skills: Preparing for and Succeeding in an Examination Introduction to Management <p>PREIM</p>	

ENGLISH LANGUAGE UPGRADE COURSE

About this course:

This intensive course will prepare those who have not scored a D or better in English at grade 12 for the demands of writing University level reports and essays.

What you will learn

You will learn advanced English for academic purposes.

Who should attend?

Anyone who has scored E in Grade 12 English (Excluding students intending to register or are registered for Education, Electronics and Health science courses)

Duration

6 months **Entry Criteria:** None **Tuition Fee:**

Programme	Duration
English Upgrade Course SENGL	1 semester

FOREIGN/SECOND LANGUAGE COURSES

About this course

Each of these courses gives an introduction to the language.

What you will learn

Each course is designed to give you basic written and spoken skills in the language course of your choice.

Who should attend?

Anyone interested in learning English, French or German as a second language.

Duration

1 year

Entry Criteria

None

Cost

See the table below

Programme	Duration
French SFREN	1 year
German SGERM	1 year
English -Foreign/Second Language SENGB	1 year

**CENTRE FOR IMPROVED INSTITUTIONAL PERFORMANCE
(CIIP)**

ABOUT CIIP

Mission

To be a source for improving institutional management and performance, at all levels in the private and public sectors.

Delivery

CIIP provides the traditional and on-demand short courses and Soft Skill training on-site, for the public and private sectors.

IUM Staff Training

The Centre delivers regular staff training to ensure that IUM delivers the best service to its customers.

Certification

- Certificate of Attendance will be awarded for workshops and short courses with less than a semester duration.
- An IUM certificate will be issued for all other short courses whose duration is longer than one semester, the delegate must attain a pass mark of 50%.
- The Short Course Certificate and Diploma programmes offered by the Centre for Improved Institutional Performance (CIIP) are fully accredited by NQA.

Fees

- Application and registration fees are non-refundable and are paid upon registration.
- 30% of the required tuition fees must be paid before the commencement of class.
- No certificate will be issued unless all fees are settled and all subjects passed.
- A 20 % rebate will be given to returning CIIP students.
- All fees must be settled 4 weeks before the final exams.

Short courses on offer

1 Administrative Short Course:

- Certificate Secretarial & Office Administration (NQF Level 4)
- Diploma: Office Administration (NQF Level 5)

2. Finance Short Courses:

- Certificate Bookkeeping (NQF Level 4)
- Diploma: Bookkeeping (NQF Level 5)

3. Language Courses

- English Foreign/Second Language
- French
- German

4. Preparatory Course

5. Professional Development and Soft Skills Workshops

CERTIFICATE: SECRETARIAL AND OFFICE ADMINISTRATION (NQF LEVEL 4)

	Compulsory	Elective
Level 4 credits:	60	-
Level 5 credits:	10	-
Minimum total credits required:	70	-

About this course

A qualified and competent Secretary and Office Administrator are central to the smooth running of any business, ensuring day-to-day activities happen most efficiently. Office Administrators require excellent skills in IT, organisation, good composure, and flexibility, plus strong interpersonal

and communication abilities – all of which they will get from this qualification. The major job responsibility of an office administrator is to guarantee the efficient functioning of all connected departments within an organization. They act as a connecting link between departments, employees, and management.

The Certificate in Secretarial and Office Administration (Level 4) will therefore equip students with practical skills necessary to become valuable assets in the workplace and become business administrators with strong entrepreneurial skills. This would enable them to succeed in any dynamic business environment. This qualification is designed to provide students with a thorough understanding of business administration techniques and specialized office administration and entrepreneurship skills. Students will be able to manage records and documentation and make decisions to resolve office-related issues. In addition, students will develop keyboard skills, master the most common business software packages and apply excellent communication techniques.

What you will learn

This course is designed to develop your keyboard skills, teach you how to master the most common business software packages and give you excellent communication techniques which will enable you to understand the language of business.

Who should attend?

This qualification is aimed at school leavers and office practitioners who aspire to qualify themselves academically in the field of secretarial and office administration.

Duration

This qualification will be offered over 1 Year in full-time and part-time blended learning modes. The qualification comprises two (2) semesters per academic year. Semester one (1) runs from January to June and Semester two (2) runs from July to November. Formal and practical exams are written in May /June and October /November of every academic year. The qualification will only be conferred after the candidates have successfully passed all the courses.

Outcomes for the whole Qualification

Holders of this qualification can:

- Apply different strategies and concepts of office and business administration when dealing with different individuals within the organisation.
- Manage records and documentation to enhance their multi-tasking skills.
- Communicate effectively through written and verbal forms.
- Coordinate and organize meetings effectively.
- Make quick decisions and resolve office-related matters.

Offering mode

- Full-time
- Part-time
- Online blended learning through CDEL

Articulation

The Certificate in Secretarial and Office Administration (Level 4) grants admission to a Diploma in Office Administration and Management (Level 5) or any related qualification at NQF Level 5. Interfaculty students can apply for approval with the Deans of other Faculties for assessment to gain admission to any related qualification at NQF level 5.

Entry Criteria

Students will be admitted into this qualification if they hold a Namibia Secondary School Certificate (NSSC) with a minimum of 20 points in five (5) best subjects with a minimum of D in English or equivalent. Students may also enter through mature age provided they:

- Are 25 years old or over in the year in which admission is sought.
- Have at least 3 years of work experience.
- Have at least a pass at grade 10.

- Provide a suitable reference relating to work experience.

Assessment

Students will be assessed using tests, assignments, group work at the end, of course, units, projects, report writing and presentations. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period. Students must score at least 50% in each course /course coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course. Formal Exams (FE) will contribute 60% of the final mark.

Course Title	Course Code	Hours	NQF Level	Credits
Office Administration I	OA10Sc	100	4	10
Spreadsheets	ISP0SC	100	4	10
Basic IT Skills	BIT41US	100	5	10
Applied English Language Skills	ELB0SC	100	4	10
Keyboard and Basic Typing	KBT0SC	100	4	10
Word Processing	IWPOSC	100	4	10
Basic Numeracy	BN0SC	100	4	10

Cost: Application fee N\$150.00, Registration fee N\$900.00 (non-refundable)

plus: + Course fee

N\$6,900.00

All fees must be paid 4 weeks before the final exams

Certificate: Bookkeeping (NQF Level 4)

	Compulsory	Elective
Level 4 credits:	50	-
Level 5 credits:	20	-
Minimum total credits required:	70	-

About this course

The Bookkeeping certificate introduces the general accounting duties and covers the basic principles of single and double-entry bookkeeping and its application to business in both a manual and a computerized system. Bookkeeping is an essential function in any business to ensure efficient legal and financial management practices. This qualification will enable students to maintain complete sets of financial records, keep track of accounts and verify the accuracy of procedures used for recording financial transactions. In addition, the qualification will enable students to maintain up-to-date record keeping of financial transactions, apply postings from the books of prime entry and source documents to the ledger accounts and produce an initial trial balance.

The qualification will enable the student to maintain complete sets of financial records, keep track of accounts, and verify the accuracy of procedures used for recording financial transactions. Areas that will be covered include monthly bookkeeping to trial balance (manual and computerized); disclosing profit and financial position; reconciling suppliers, inventory and bank statements; calculating Pay as You Earn (PAYE) payroll tax and other deductions.

What you will learn?

You will learn these main functions:

- Basic English and Numeracy for a better understanding of Bookkeeping terms and calculations.
- The ability to maintain up-to-date record keeping of financial transactions.
- Correct accounting books i.e. Ledger

- Double-entry bookkeeping and notes.
- Introduction to financial statements.
- Basic Word Processing.

Who should attend?

This qualification is designed for students willing to take up the role of assistant bookkeeper, debt collector and accounting clerk and have the ability to maintain up-to-date record keeping of financial transactions.

Duration

This qualification will be offered over 1 Year in full-time and part-time blended learning mode. The qualification comprises two (2) semesters per academic year. Semester one (1) runs from January to June and semester two (2) runs from July to November. Formal and Practical exams are written in May /June and October /November of every academic year. The qualification will only be conferred after the candidates have successfully passed all the courses.

Outcomes for the whole Qualification

Holders of this qualification can:

- Explain the bookkeeping terms and calculations accounting equation and the concepts of reporting on a cash basis for income tax purposes.
- Understand the process of dealing with and accounting for Value Added Tax in the ledgers.
- Understand the purpose and use of the trial balance and Double-entry bookkeeping and notes.
- Prepare reports such as Trial balance, Audit trail, nominal account transaction, Sales and purchase ledger transactions.
- Maintain up-to-date record keeping of financial transactions as well as set up a business in a Computerised system.
- Present theoretical concepts and complex ideas in both written and verbal formats appropriate for management audiences.

Offering mode

- Full-time
- Part-time
- Online blended learning through CDEL

Articulation

The Certificate in Bookkeeping (Level 4) grants admission to a Diploma in Bookkeeping (Level 5) or any related qualification at NQF Level 5. Interfaculty students can apply for approval with the Deans of other Faculties for assessment to gain admission to any related qualification at NQF level 5.

Entry Criteria

Students will be admitted into this qualification if they hold a Namibia Senior Secondary Certificate (NSSC) with a minimum of 18 points in five (5) best subjects with a minimum of E in English or equivalent.

Students may also enter through mature age provided they have at least a pass at grade 10 and will be subjected to an entrance test of which a pass is required.

Assessment arrangements

Students will be assessed using tests, assignments, group work at the end, of course, units, projects, report writing and presentations. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period. Students must score at least 50% in each course/coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course. Formal Exams (FE) will contribute 60% of the final mark.

Cost: Application fee **N\$150.00** Registration fee **N\$900.00 (non-refundable),**

plus: + Course fee 6,900.00

All fees must be paid 4 weeks before the final exams

Course Title	Course Code	Hours	NQF Level	Credits
Compulsory Courses				
Introduction to Bookkeeping	IBKOSC	100	4	10
Spreadsheets	ISP0SC	100	4	10
Basic IT Skills	BIT41US	100	5	10
Applied English Language skills	ELB0SC	100	4	10
Business Accounting	BA0SC	100	5	10
Office Technology and Management	IWP0SC	100	5	10
Basic Numeracy	BN0SC	100	4	10

Diploma In Office Administration And Management (NQF Level 5)

	Compulsory	Elective
Level 4 credits:	40	-
Level 5 credits:	80	-
Minimum total credits required:	120	-

About this course

The Diploma in Office Administration and Management (Level 5) is aimed at equipping students with the necessary skills to effectively manage modern office environments independently. Office administrators are regarded as the backbone of any organization and play a crucial role in providing competent and effective management support in the form of administrative services. The success of any business depends upon effective office through their contribution towards the increase in business productivity and employee satisfaction

What you will learn

You will learn how to master in-demand software packages for presentations, project planning and databases, as well as excellent

computer keyboard skills and how to create complex business documentation.

Who should attend?

This qualification targets students willing to be transformed into professional business administrators in both private and public organizations.

Duration

This qualification will be offered over 1 Year in a full-time and part-time blended learning mode. The qualification comprises two (2) semesters per academic year. Semester one (1) runs from January to June and semester two (2) runs from July to November. Formal and Practical exams are written in October /November of every academic year. The qualification will only be conferred after the candidates have successfully passed all the courses.

Outcomes for the whole Qualification

Holders of this qualification are able to:

- Demonstrate the role of an office administrator in the workplace and describe challenges that affect administrative managers.
- Discuss emerging elements impacting administrative management practices.
- Identify solutions to contemporary problems affecting business management.
- Apply good work ethics and business etiquette and use problem-solving skills to handle problems in the office.

Offering mode

- Full-time
- Part-time
- Online blended learning through CDEL

Articulation

Students who complete the Diploma Office Administration and Management (Level 5) can apply for approval with the Deans of other Faculties for assessment to gain admission to any degree at NQF Level 6 through Recognition of Prior Learning (RPL). Students may, where applicable, move into existing or new related business and management qualifications at NQF Level 6.

Entry Criteria

Students will be admitted into this qualification if they hold a Certificate in Secretarial and office administration (level 4) or an equivalent NQF level 4 qualification. Students may also be admitted with a Namibia Secondary School Certificate (NSSC) with a minimum of 20 points in five (5) best subjects with a minimum E in English or equivalent. Students may also enter through mature age provided they have at least a pass at grade 10. And will be subjected to an entrance test, which requires a pass for admission.

Assessment arrangements

Students will be assessed using tests, assignments, group work at the end, of course, units, projects, report writing and presentations. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period. Students must score at least 50% in each course /course coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course. Formal Exams (FE) will contribute 60% of the final mark.

YEAR 1 (120 credits)				
Course Title	Course Code	Hours	NQF Level	Credits
SEMESTER 1 (70 credits)				
Communication Skills	GCS41US	100	5	10
Office Administration II	OA20SC	100	5	10
Introduction to Bookkeeping	IBK0SC	100	4	10

Customer Service Skills	CSS50US	100	5	10
Advanced Typing and Speed Development	TSD0SC	100	5	10
Computer Studies: IT Security	ISE0SC	100	4	10
Principles of Management	POM50US	100	5	10

SEMESTER 2 (50 credits)

Business Ethics	BNE50US	100	5	10
Computer Studies: Standard Profile Presentation	IPT0SC	100	4	10
Critical Thinking Skills	CTS51US	100	5	10
Front Office Operations	FOO50US	100	5	10
Computer Studies: Using Databases	IUD0SC	100	4	10

Cost: Application fee **N\$150.00**, Registration fee **N\$900.00 (non-refundable)**

plus: + Course fee = **N\$9,400.00**

All fees must be paid 4 weeks before the final exams

DIPLOMA IN BOOKKEEPING (NQF LEVEL 5)

	Compulsory	Elective
Level 4 credits:	30	-
Level 5 credits:	90	-
Minimum total credits required:	120	-

About this course

The Diploma in Bookkeeping (Level 5) is designed to equip students with a clear understanding of the bookkeeping system to meet the needs of a particular business, identify and gather information about transactions, and convert that information into a general ledger. This qualification will enable students to identify the roles and duties of a bookkeeper within

the framework of required accounting activities in a business setting and ultimately contribute to National and economic goals. This qualification is most beneficial to professionals with some experience in designing bookkeeping systems who may be at entry level in an organization. The qualification has been carefully designed, in collaboration with the major stakeholders, and it will be facilitated by experienced professionals who understand the fundamentals of financial accounting and bookkeeping and stay current with progressive ideas, this will enable students to pursue a career in Bookkeeping significantly contributing to socio-economic development towards vision 2030 and African agenda 2023.

What you will learn

You will learn how to master in-demand software packages for presentations, project planning and databases, as well as excellent computer keyboard skills and how to create complex business documentation.

Who should attend?

This qualification is designed for students willing to take up bookkeeping and accounting assignments in both private and public organisations. The qualification is designed for people who are already in the role, and for those who are aspiring to a role where they are responsible for the detailed recording of all the financial transactions of a business, maintaining these records using books of original entry and double-entry bookkeeping and for ensuring that all monetary transactions made by the business are recorded accurately. Graduates will find employment in the financial and accounting fields in the business world.

Duration

This qualification will be offered over 1 Year in a full-time and part-time blended learning mode. The qualification comprises two (2) semesters per academic year. Semester one (1) runs from January to June and semester two (2) runs from July to November. Formal and Practical exams are written in May /June and October /November of every academic year. The qualification will only be conferred after the candidates have successfully passed all the courses.

Outcomes for the whole Qualification

Holders of this qualification are able to:

- Understand the role and duties of a bookkeeper within the framework of required accounting activities in a business setting.
- Explain and apply the concepts of cash and accrual accounting, double-entry bookkeeping and debits and credits.
- Apply generally accepted principles of accounting in bookkeeping work.
- Prepare payroll transactions ranging from paying wages to depositing and reporting taxes.
- Apply appropriate and accurate accounting entries for a variety of financial records.

Offering mode

- Full-time
- Part-time
- Online blended learning through CDEL

Articulation

Students who complete the Diploma in Bookkeeping (Level 5) can apply for approval with the Deans of other Faculties for assessment to gain admission to any related qualification at NQF level 6 through Recognition of Prior Learning (RPL). Horizontally, students may, where applicable, move into existing or new related business and management qualifications at NQF Level 6.

Entry Criteria

Students will be admitted into this qualification if they hold a Certificate in Bookkeeping (Level 4) or an equivalent qualification at NQF Level 4. Students may also be admitted into this qualification if they hold a Namibia Senior Secondary Certificate (NSSC) with a minimum of 20 points in five (5) best subjects with a minimum of E in English or equivalent. Students may also enter through mature age provided they have at least a pass at grade 10 and will be subjected to an entrance test, which requires a pass for admission.

Assessment arrangements

Students will be assessed using tests, assignments, group work at the end, of course, units, projects, report writing and presentations. Continuous Assessment (CA) attracts 40% of the final grade. This will come from the examinable activities such as written and/or oral tests and assignments (group and/or individual), and evaluations undertaken by the student during the study period. Students must score at least 50% in each course/coursework to qualify to sit for the final examinations. This means a student whose continuous assessment mark is below 50%, fails the course. Formal Exams (FE) will contribute 60% of the final mark.

Cost: Application fee **N\$150.00**, Registration fee **N\$900.00 (non-refundable)**

plus: + Course fee = **N\$9,400.00**

All fees must be paid 4 weeks before the final exams

YEAR 1 (120 Credits)				
Course Title	Course Code	Hours	NQF Level	Credits
SEMESTER 1 (70 Credits)				
Communication Skills	GCS41US	100	5	10
Computerised Bookkeeping		100	5	10
Principles of Management	PO-M50US	100	5	10
Advanced Bookkeeping	ACB0SC	100	5	10
Customer Service Skills	CSS50US	100	5	10
Typing and Speed: Advanced	TSD0SC	100	5	10
Introduction to Financial Statements	IF0SC	100	4	10
SEMESTER 2 (50 Credits)				
Business Ethics	BNE50US	100	5	10
Computer Studies: Standard Profile Presentation	IPT0SC	100	4	10

Financial Accounting	FAC51US	100	5	10
Critical Thinking Skills	GCS41US	100	5	10
Computer Studies: Using Databases	IUD0SC	100	4	10

PREPARATORY COURSE

About this course

The Preparatory Course serves as a bridging course for students who are considering enrolling in academic programmes at IUM. This excludes admission to Education, Electronics and Health science courses)

What you will learn

The Preparatory Course provides a good foundation in the knowledge and skills required for studying at the university level so that students are confident and well-prepared when they enrol for academic courses at a higher education level.

Who should attend?

Students who do not meet the minimum entry point for academic courses and obtained 18 or 19 points at Grade 11/12 in five subjects including English.

Duration

Preparatory year February to November [This period includes **all activities** that will take place, including holidays, classes and examinations.]

Entry Criteria

18 or 19 points at Grade 12 in five subjects including English

Cost: Application fee **N\$150.00** Registration fee **N\$900.00 (non-refundable),**

plus: Course Fee N\$13,840.00

Programme	Modules	Duration & Assessments	Cost ex App & F
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cl. Reg		<p>Computer Studies:</p> <ul style="list-style-type: none"> • Word Processing IWP0SC • Spreadsheets ISP0SC • Computer Essentials ICEOSC • Online Essentials IOEOSC 		
		Basic Arithmetic Skills PREBAS	February – September	
	Preparatory PREP	<p>English for Academic Purposes PREEAP</p> <ul style="list-style-type: none"> • Essay Writing • Note-taking and note-making • Speaking and Listening Skills • Reading and Comprehension of Academic Texts • Writing Standard Academic English • Examination Skills: Preparing for and Succeeding in an Examination 	Two Continuous (3) assessments will be done after every module and the Student should score 50% or more to qualify to write the exam in November.	N\$13,840.00
		Introduction to Management PREIM		

ENGLISH LANGUAGE UPGRADING COURSE

About this course: This intensive course will prepare those who have not scored a D or better in English at grade 11/12 for the demands of writing university-level reports and essays.

What you will learn: Advanced English for Academic Purposes.

Who should attend: Anyone who has scored E in Grade 12 English (Excluding students intending to register or are registered for Education, Electronics and Health science courses)

Duration:

6 Months (Second Semester)

Entry Criteria: None **Tuition Fee:** N\$ 2,700.00

Programme	Cost	Duration
English Upgrade Course SENGL	N\$ 2,700.00	1 semester

FOREIGN/SECOND LANGUAGE COURSES

About this course: Each of these courses introduces the language and provides many other benefits including greater academic achievement, greater cognitive development, and more positive attitudes towards other languages and cultures. Language learning is necessary for students to effectively function in the modern global marketplace.

What you will learn: Each course is designed to give you basic written and spoken skills in the language course of your choice.

Who should attend: Anyone interested in learning English, French or German as a second language.

Duration: 1 year

Entry Criteria: None

Cost: See Table Below

Programme	Cost	Duration
French SFREN	N\$2,700.00 Application (N\$150.00) + Registration (N\$900.00) Total Costs N\$3,750.00	1 year
German SGERM	N\$2,700.00 Application (N\$150.00) + Registration (N\$900.00) Total Costs N\$3,750.00	1 year
English - Foreign/Second Language SENGB	N\$4,700.00 Application (N\$150.00) + Registration (N\$900.00) Total Costs N\$5,750.00	1 year

PROFESSIONAL DEVELOPMENT AND WORKSHOP COURSES (PDWC) 2024

Course name	Course date	Course duration
Critical thinking Skills	January 2024	1 Day
Environmental Health	February 2024	3 Days
Emotional intelligence in the workplace	February 2024	2 Days
Client service management strategies	February 2024	4 Days
Talent management	March 2024	2 Days
Supplier / Bid / Tender Evaluation and the Procurement Act	March 2024	3 Days

Conducting and managing disciplinary procedures	April 2024	2 days
Digital Marketing	April 2024	5 days
Empathy and communication skills for healthcare workers	May 2024	3 Days
Performance Management	May 2024	3 Days
Public Policy Analysis & Monitoring and Evaluation	May 2024	3 Days
Leadership & Management as effective instruments of the 21st century	May 2024	3 Days
Ethical and service practice for health practitioners	June 2024	3 days
Research and product development	June 2024	2 Days
SPSS training	June 2024	3 Days
Knowledge Transfer and Management	June 2024	2 Days
Management Development and Supervisory Programme	June 2024	10 Days
Mastering Public speaking	July 2024	1 Day
Innovation & Intellectual Property Management	July 2024	2 Days
Research Skills and Academic Writing for Postgraduate	August 2024	2 Days
E-policing	August 2024	10 Days
Ms Excel for Data Analysis and Reporting	September 2024	10 Days
Solid Waste and Environmental Impact Assessment	November 2024	4 Days

Course rollout is subject to a minimum number of students registered for the course.

- Full payment is required before the course starts.

- Venues for the courses will be in Windhoek
- Note however that all short courses can be offered anywhere in Namibia at the request of the organization/companies.

FREE SHORT COURSES FOR IUM REGISTERED STUDENTS AND ALUMNI ASSOCIATION MEMBERS

Course name	Date	Duration	Cost
CV Writing and Interview Skills For Final-Year Students	March 2024	1 Day	Free
Internship Preparation	April 2024	1 Day	Free
Research Strategies For Postgraduate Students	June 2024	1 Day	Free

Free Short Course for IUM Staff

Minute Taking For Frontline Staff	February 2024	1 Day	Free
Leadership Training	April 2024	1 Day	Free
Emotional Intelligence In The Workplace	May 2024	1 Day	Free

Please Note: The official dates for PWDC and free short courses will be communicated

