The International University of Management Courses

PREPARATORY (PREP)

YEAR I

- ICE0SC   - Computer Essentials
- IOE0SC   - Online Essentials
- ISP0SC   - Spreadsheets
- IWP0SC   - Word-processing
- PREBAS   - Basic Arithmetic Skills
- PREEAP   - English for Academic Purposes
- PREIM   - Introduction to Management

FEES AND PAYMENT GUIDE

AMOUNT	DEPOSIT	BALANCE	INSTALLMENTS
Year I			
N$ 12, 790.00	N$ 1,534.80	N$ 11,255.20	N$ 1,406.90 X 8

PAYABLE REGISTRATION FEE N$850.00
N.B. INSTALLMENTS: 31ST JAN (REG. FEE & DEP.), FEB 1ST, MARCH 2ND, APRIL 3RD, MAY 4TH, JUNE 5TH, JULY 6TH, AUG 7TH
& SEP 8TH. REGISTRATION FEE IS PAYABLE AT REGISTRATION.
THIS INSTALLMENT PLAN/ARRANGEMENT ALSO APPLIES TO LATE REGISTRATION.
FEES SUBJECT TO CHANGE WITHOUT PRIOR NOTICE – TERMS AND CONDITIONS APPLY.

The International University of Management Courses

Certificate in Bookkeeping (SCCBK)

YEAR I
Year Course
- IBK0SC   - Introduction to Bookkeeping
- ISP0SC   - Spreadsheets
- BA0SC   - Basic Accounting
- IWP0SC   - Word-processing
- BN0SC   - Basic Numeracy

Semester 1
- AEL40US   - Applied English Language Skills

Semester 2
- BIT41US   - Basic IT and Computer Skills

FEES AND PAYMENT GUIDE

AMOUNT	DEPOSIT	BALANCE	INSTALLMENTS
Year I			
N$ 6, 900.00	N$ 828.00	N$ 6,072.00	N$ 759.00 X 8

PAYABLE REGISTRATION FEE N$850.00
N.B. INSTALLMENTS: 31ST JAN (REG. FEE & DEP.), FEB 1ST, MARCH 2ND, APRIL 3RD, MAY 4TH, JUNE 5TH, JULY 6TH, AUG 7TH & SEP 8TH. REGISTRATION FEE IS PAYABLE AT REGISTRATION.
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The International University of Management Courses

Diploma in Bookkeeping (SCDBK)

YEAR I
Semester 1
- GCS41US   - Communication Skills
- ABK0SC   - Advanced Bookkeeping
- CBK0SC   - Computerised Bookkeeping
- CSS50US   - Customer Service Skills
- TSD0SC   - Advanced Typing and Speed Development
- IFS0SC   - Introduction to Financial Statements
- POM50US   - Principles of Management

Semester 2
- CTS51US   - Critical Thinking Skills
- BNE50US   - Business Ethics
- IPT0SC   - Computer Studies: Standard Profile Presentation
- FAC51US   - Financial Accounting I
- IUD0SC   - Computer Studies: Using Databases

FEES AND PAYMENT GUIDE

AMOUNT	DEPOSIT	BALANCE	INSTALLMENTS
Year I			
N$ 9, 400.00	N$ 1,128.00	N$ 8,272.00	N$ 1,034.00 X 8

PAYABLE REGISTRATION FEE N$850.00
N.B. INSTALLMENTS: 31ST JAN (REG. FEE & DEP.), FEB 1ST, MARCH 2ND, APRIL 3RD, MAY 4TH, JUNE 5TH, JULY 6TH, AUG 7TH & SEP 8TH. REGISTRATION FEE IS PAYABLE AT REGISTRATION.
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The International University of Management Courses

Diploma in Office Administration and Management (SCDOA)

YEAR I
Semester 1
- GCS41US   - Communication Skills
- OA20SC   - Office Administration II
- IBK0SC   - Introduction to Bookkeeping
- CSS50US   - Customer Service Skills
- TSD0SC   - Advanced Typing & Speed Development
- ISE0SC   - Computer Studies: IT Security
- POM50US   - Principles of Management

Semester 2
- CTS51US   - Critical Thinking Skills
- IPT0SC   - Computer Studies: Standard Profile Presentation
- BNE50US   - Business Ethics
- FOO50US   - Front Office Operations
- IUD0SC   - Computer Studies: Using Databases

FEES AND PAYMENT GUIDE

AMOUNT	DEPOSIT	BALANCE	INSTALLMENTS
Year I			
N$ 9, 400.00	N$ 1,128.00	N$ 8,272.00	N$ 1,034.00 X 8

PAYABLE REGISTRATION FEE N$850.00
N.B. INSTALLMENTS: 31ST JAN (REG. FEE & DEP.), FEB 1ST, MARCH 2ND, APRIL 3RD, MAY 4TH, JUNE 5TH, JULY 6TH, AUG 7TH & SEP 8TH. REGISTRATION FEE IS PAYABLE AT REGISTRATION.
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The International University of Management Courses

Certificate in Secretarial and Office Administration (SCSOA)

YEAR I
Year Course
- OA10SC   - Office Administration 1
- ISP0SC   - Spreadsheets
- KBT0SC   - Keyboard and Basic Typing
- IWP0SC   - Word-processing
- BN0SC   - Basic Numeracy

Semester 1
- AEL40US   - Applied English Language Skills

Semester 2
- BIT41US   - Basic IT and Computer Skills

FEES AND PAYMENT GUIDE

AMOUNT	DEPOSIT	BALANCE	INSTALLMENTS
Year I			
N$ 6, 900.00	N$ 828.00	N$ 6,072.00	N$ 759.00 X 8

PAYABLE REGISTRATION FEE N$850.00
N.B. INSTALLMENTS: 31ST JAN (REG. FEE & DEP.), FEB 1ST, MARCH 2ND, APRIL 3RD, MAY 4TH, JUNE 5TH, JULY 6TH, AUG 7TH & SEP 8TH. REGISTRATION FEE IS PAYABLE AT REGISTRATION.
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