



## E-Learning Courses at IDM

*Diploma in Public Finance and Accounting*

## What is e-learning?

The advent of Information and Communications Technologies (ICT) and the Internet has opened new and exciting possibilities for education. E-Learning or online learning is one such opportunity. This is the delivery of skills and knowledge using computers and other web-enabled devices over the Internet as a medium of delivery. It is often referred to as web-based learning or virtual education. E-Learning can be self-paced or instructor-led and can include multimedia tools.

## Why e-learning at IDM?

At IDM, this delivery of online courses is asynchronous, enabling busy professionals to learn and interact at their own convenience, in their own space. **The advantage?** @ Home, @ the office, anywhere, anytime, study without travel or transport costs!

## How do you learn online?

In an online lesson the computer displays material in response to the learner's request. The computer may also prompt the learner for more information and present appropriate material based on the learner's response. The material can be in the form of lessons, tests or other materials at the learner's request.

The classroom is a web page; you attend it by accessing the page through a website address. On the web page there are icons (small pictures) that represent different course areas, including class schedules, discussion area, personal information and other relevant information. You can visit the site any time for your lesson and the same lesson can be accessed as many times as you want.

## What are my e-learning options?

- (i) **Online learning mode** - tuition is purely online, prescribed books are accessed electronically, and students have self-assessment platforms.
- (ii) **Blended learning mode** - students attend scheduled residencies, and have access to online learning materials.

## **What do I need?**

- A computer running on an operating system such as Windows XP, Windows Vista, Windows 7
- 128 MB of RAM or higher, but 512 MB preferred,
- 1GB of free hard drive disk space or higher
- Computer should have sound card and speakers or headphones for videos,
- Media player software for playing videos
- CD-ROM/ USB port
- Modem - 28.8 bps or above
- Web browser such as Windows Explorer, or Firefox
- Internet access
- A printer

## **Diploma in Public Finance and Accounting (DPFA)**

### **First year modules**

- Public Finance and Accounting
- Financial Accounting 1
- Business Communication
- Basic Computer Skills
- Business Maths and Statistics
- Micro Economics
- Macro Economics
- Business Law

### **Second year modules**

- Financial and Cost Accounting
- Business Information System
- Human Resource Management
- Introduction to Public Policy and Governance
- Public Sector Auditing
- Fundamentals of Materials Management
- Quantitative Methods for Business
- Public Sector Financial Management
- Project

## **Admission requirements**

BGCSE or O'Level with credit passes in English and Maths, or equivalent qualifications; or holders of a Basic Certificate in Public Finance and Accounting or Certificate in Public Finance and Accounting or equivalent qualifications.

**Duration** : Self - paced, for a minimum of 2 years

### **Fees**

- P625 per module for Online Mode
- P875 per module for Blended Mode

**Start date** : February 2012. You can register and start anytime throughout the year!

### **Awards:**

- Passes in all first year modules will lead to a Certificate in Public Finance and Accounting.
- Passes in all second year modules will lead to a Diploma in Public Finance and Accounting.

### **Exemptions:**

Holders of a Certificate in Public Finance and Accounting will be exempted from the first year modules provided the certificate was attained within the last 5 years.

### **Options for Application:**

1. Pick up an application form from: Admissions Office, IDM Gaborone Campus
2. Download the forms from: <http://www.idmbls.com>
3. Or email your request to: [Goitseone@idmbls.com](mailto:Goitseone@idmbls.com) OR [TPilane@idmbls.com](mailto:TPilane@idmbls.com)

### **Enquiries:**

Tel: 3612138/139/100 OR

email: [Goitseone@idmbls.com](mailto:Goitseone@idmbls.com) OR [TPilane@idmbls.com](mailto:TPilane@idmbls.com)

