

HRDC CERTIFICATE, DIPLOMA AND ADVANCED DIPLOMA PROGRAMMES ADMISSIONS REQUIREMENTS

1. DIPLOMA IN SOCIAL DEVELOPMENT AND ADMINISTRATION (SDA)

ENTRY REQUIREMENTS

- ❖ At least credit passes in five subjects including **ENGLISH LANGUAGE & MATHEMATICS** G.C.E O/L at not more than one sitting.
- ❖ Grade II Teachers' Certificate with five subjects including English Language at Merit level.
- ❖ The following categories of applicants are eligible for consideration, and will be given preference in the following order:
- ❖ Certificate in Social Work and/or Community Development from any approved institution recognized by the Senate.
- ❖ Untrained serving Social Work and/or Community Development Workers who have requisite academic qualifications.
- ❖ Mature candidates (30 years and over) with experience and qualification in other professions such as Nursing, Youth Leadership, Prison Service, Police Force, and Armed Forces etc. who may not have all requisite academic qualifications, but whose organizations stand to benefit from the programme,
- ❖ Candidates who wish to proceed to B.Sc. Social Work at the completion of the programme must have credit passes in five (5) G.C.E O/L subjects or its equivalent at not more than one sitting, which must include **ENGLISH LANGUAGE, MATHEMATICS** and any other three social science/Arts subjects.

TUITION: ₦80,000.00

COURSE MATERIALS FEES: ₦10,000.00

ENTRANCE EXAMINATION: Date and time for the examination be publicized at the Department of Sociology and Human Resources Development Centre Secretariat University of Lagos Main Campus.

DURATION: Two (2) academic sessions. **LECTURE VENUE:** Department of Sociology, Faculty of Social Sciences, University of Lagos.

2. DIPLOMA IN HUMAN KINETICS AND HEALTH EDUCATION

ENTRY REQUIREMENTS

- ❖ Five (5) Credits in West African School Certificate examination (WASCE), NECO or GCE O/L which must include Mathematics, English Language, Biology and any other two subjects at one sitting.
- ❖ Coaching grade III Certificate or Diploma obtained from National Institute of Sport

TUITION FEE: ₦78,000

COURSE MATERIAL FEE: ₦5,000

DURATION: 2 Academic Sessions

3. DIPLOMA IN INFORMATION TECHNOLOGY TARGET AUDIENCE

WAEC holders, ONDs, Graduates and employees of ICT firms who wish to acquire more knowledge in IT.

ENTRY REQUIREMENTS

- ❖ **GCE/WASC/WASSCEO/L** with at least credit in **MATHEMATICS, a PASS in ENGLISH LANGUAGE** including **passes in three other subjects** at not more than two sitting.
- ❖ Mature candidates (30 years and above) with experience in any ICT profession, who may not have all the requisite academic qualifications, but whose organizations stand to benefit from the programme.

TUITION FEE: N60, 500 for Tuition **Course Materials:** N19, 500 for
DURATION - 9 months

4. ADVANCED DIPLOMA IN TRANSPORTATION AND LOGISTICS MANAGEMENT PROGRAMME

TARGET AUDIENCE

- ❖ For all Practitioners including Managers & Supervisors in the Maritime, Transportation, Logistics and Supply Chain Companies, Aviation, Oil and Gas Industry, Freight/Forwarding Agents, Ship Agent/Brokers, Military, Customs & Excise Personnel, Government Parastatals, and all others.
- ❖ For new entrants who desire to make a career in the Transport, Logistics and Supply Chain Management.

ENTRY REQUIREMENTS

- ❖ Holders of WASC/SSC/GCE or equivalent qualifications with at least five (5) O' Level Credits Including English Language.
- ❖ Holders of OND/HND/B.Sc./M.Sc. in any discipline
- ❖ Matured candidates of 30 years of age and above with lower qualifications but with at least three years of working experience.

TUITION FEE: Tuition Fee (₦90,000) **COURSE MATERIAL:** ₦10,000)
DURATION: Two Semesters
TIME: Saturdays Only (9:00 a.m. - 5:00 p.m.)

5. ADVANCED DIPLOMA IN SHIPPING PORTS AND ADMINISTRATION MANAGEMENT

TARGET AUDIENCE

- ❖ For practitioners in the Maritime Industry including Managers, Supervisors, Freight/Forwarding Agents, Ship Agent/Brokers, Military, Customs & Excise Personnel and all others.
- ❖ For new entrants who desire to make a career in the Maritime Industry.

ENTRY REQUIREMENTS

- ❖ Holders of WASC/SSCE/GCE or equivalent qualifications with at least five (5) O' LEVEL Credits including English Language.
- ❖ Holders of OND/HND/B.Sc./M.Sc. in any discipline
- ❖ Matured candidates of 30 years of age and above with lower qualifications but have at least five years of working experience.

TUITION FEE- ₦90, 000.00 **COURSE MATERIALS FEE-** ₦10, 000.00
DURATION: Two Semesters

6. DIPLOMA IN HOSPITALITY MANAGEMENT

TARGET AUDIENCE

- ❖ Higher Institutions Guest Houses staff
- ❖ Individuals from the Hospitality industry.
- ❖ Students with backgrounds in Hospitality Management
- ❖ Individuals from other fields who have interest in Hospitality.

ENTRY REQUIREMENTS

- ❖ A minimum of WAEC or its equivalent with passes in five subjects at not more than two (2) sittings.
- ❖ Organization sponsor candidates will be considered.
- ❖ Matures candidates of 30 years and above with years of relevant experience will be considered.

COURSE FEES: TUITION FEE: N70, 000.00

COURSE MATERIAL FEE: comprises the following:

Textbooks- ₦10, 000:00, Modules- ₦10, 000:00,
Perishables for Demonstration- ₦10, 000:00

7. ADVANCED DIPLOMA IN HOSPITALITY MANAGEMENT

TARGET AUDIENCE

- ❖ Higher Institutions Guest Houses staff
- ❖ Individuals from the Hospitality industry.
- ❖ Students with backgrounds in Hospitality Management
- ❖ Individuals from other fields who have interest in Hospitality.

ENTRY REQUIREMENTS

- ❖ A minimum of WAEC or its equivalent with five credits including Mathematics and English Language and must be currently employed in a hospitality establishment with years of experience.
- ❖ Applicants with lower credit level pass in National Diploma in Hospitality Management obtained in an accredited institution with a year industrial experience will be considered.
- ❖ Applicants with Diploma in Hospitality Management obtained from University of Lagos/accredited institution will be considered.
- ❖ Applicants with a Bachelor Degree in any area of study.
- ❖ Organization sponsored candidates will be considered.

DURATION: Diploma Programme- 9 months;

Advanced Diploma Programme-9 months

TUITION FEE: N100, 000.00

COURSE MATERIAL FEE: Textbooks- ₦15, 000:00, Modules- ₦15, 000:00,
Perishables for Demonstration- ₦20, 000:00

8. DIPLOMA IN FRENCH LANGUAGE PROFICIENCY

TARGET AUDIENCE

- ❖ Current and prospective employees of multi-national and foreign organisations, government parastatals and civil service who need some level of knowledge of foreign language in their operations.
- ❖ Military and Paramilitary personnel of the Nigeria Army, Navy, Air Force, Customs, Immigration, Police etc.
- ❖ Tourism and Hospitality professionals.
- ❖ Those with huge motivation and interest to learn French.
- ❖ Prospective travelers to francophone countries for business and educational purposes.

ENTRY REQUIREMENTS

- ❖ Minimum of three credit passes with or without French Language at WASSCEO' level or its equivalent at not more than two sittings (Candidates need not have done French at SSCE level though knowledge in it is an added advantage).
- ❖ Mature candidates of 30 years and above with lower qualification and interest to learn French.
- ❖ **COURSE FEES:** Tuition fee is ₦60, 000.00. **COURSE MATERIALS:** N10, 000
- ❖ **FIELD TRIP:** N20, 000.
- ❖ **DURATION:** One academic session, that is, two semesters only.
- ❖ **TIME:** The programme runs on Saturdays from 9.00am to 6.00pm.

9. DIPLOMA IN MOSQUE LEADERSHIP AND MANAGEMENT

TARGET AUDIENCE

Serving Imams in Central Mosques and in Muslim organizations. Interested individuals with relevant qualification are also eligible.

ENTRY REQUIREMENTS

- ❖ SSCE/GCE/NECO with a credit in Islamic Studies/Arabic and passes in four other subjects at not more than two sittings.
- ❖ Thanawiyyah certificate from a recognized Islamiyyah School.
- ❖ A serving Imam with a minimum of 10 years experience with proof of literacy in English and Arabic.

COURSE PRESENTATION: Lectures, seminars, practical presentations, case studies and project writing.

COURSE FEES: ₦80,000.00 Tuition Fee and ₦15,000.00 for course materials.

DURATION: 9 Months

10. DIPLOMA IN SECURITY OPERATIONS AND MANAGEMENT

TARGET AUDIENCE

The programme is designed for Intelligence Officers in Intelligence Office in the Armed Forces, Police, Customs, Prisons, NDLEA, Immigration, NSCDC, Head of Security Units, Security Managers, Private and Corporate Investigators, Intelligence Managers, Operators of Security Services, Training Managers, Insurance Managers, Factory Managers and Personnel Managers, Safety Managers, Auditors, Officers and Supervisors of Security Outfits, Legal Advisers, Prosecutors, Analysts and Examiners.

ENTRY REQUIREMENTS

- ❖ Holders of WAEC, SSCE/GCE (O/L) or its equivalent with pass in minimum of five(5) papers, Grade II Teachers Certificate, Practicing and in-service Training course Certificates issued by Military, Paramilitary and Police Training Schools.
- ❖ Mature candidates
- ❖ Five years working experience
- ❖ 30 years and above
- ❖ A minimum of pass in three (3) papers at WAEC/GCE O'Level or its equivalent.

TUITIONS FEES: ₦55, 000.00 **COURSE MATERIAL:** N20, 000.00

DURATION: Twelve (12) Months

11. ADVANCED DIPLOMA IN SECURITY OPERATIONS AND MANAGEMENT

PROGRAMME

TARGET AUDIENCE

The programme is designed for Intelligence Officers in Intelligence Office in the Armed Forces, Police, Customs, Prisons, NDLEA, Immigration, NSCDC, Head of Security Units, Security Managers, Private and Corporate Investigators, Intelligence Managers, Operators of Security Services, Training Managers, Insurance Managers, Factory Managers and Personnel Managers, Safety Managers, Auditors, Officers and Supervisors of Security Outfits, Legal Advisers, Prosecutors, Analysts and Examiners.

ENTRY REQUIREMENTS

- ❖ Holder of University Degree, HND and relevant professional qualifications in appropriate discipline particularly security, social sciences, humanity, management, physical sciences Engineering and Technology.
- ❖ Holders of OND, NCE or in Security, Crime Management, Social Science, Humanity, Management, Physical Sciences, Engineering and Technology plus five years of experience as Senior Security Officer/Manager/Controller.
- ❖ Diploma in Security Operations and Management.
- ❖ Institute of Security, Nigeria Certificates of Completion of professional levels of Modules I & II

TUITION FEES: ₦65,000.00 **COURSE MATERIAL:** ₦20,000.00

DURATION: Twelve (12) months

12. SPECIALIST COURSE IN LAW ENFORCEMENT, PREVENTIVE SECURITY AND BORDER PROTECTION

TARGET AUDIENCE

The programme is designed for Intelligence Officers in Intelligence Office in the Armed Forces, Police, Customs, Prisons, NDLEA, Immigration, NSCDC, Head of Security Units, Security Managers, Private and Corporate Investigators, Intelligence Managers, Operators of Security Services, Training Managers, Insurance Managers, Factory Managers and Personnel Managers, Safety Managers, Auditors, Officers and Supervisors of Security Outfits, Legal Advisers, Prosecutors, Analysts and Examiners.

ENTRY REQUIREMENTS

- ❖ Advanced Diploma in Security Operations and Management/Internationally recognized Professional Diploma Certificate in Security and Safety.
- ❖ Professional Certificate in Certified Protection Professional (CPP), Professional Certified Investigator (PCI), Physical Security Professional (PSP), Fraud Examiners.
- ❖ Professional Certificates issued by Military and Paramilitary **Academy** in Nigeria.
- ❖ Graduate of Universities holding a degree in humanity, behavioral sciences, science and technology with security and protection background:
- ❖ Institute of Security Certificates of Completion of professional levels of **Modules III & IV**

TUITION FEES: N75, 000.00 **COURSE MATERIALS:** N25, 000.00

DURATION: Twelve (12) months

13. SPECIALIST COURSE IN INTELLIGENCE AND SECURITY INVESTIGATION STUDIES

TARGET AUDIENCE

The programme is designed for Intelligence Officers in Intelligence Office in the Armed Forces, Police, Customs, Prisons, NDLEA, Immigration, NSCDC, Head of Security Units, Security Managers, Private and Corporate Investigators, Intelligence Managers, Operators of Security Services, Training Managers, Insurance Managers, Factory Managers and Personnel Managers, Safety Managers, Auditors, Officers and Supervisors of Security Outfits, Legal Advisers, Prosecutors, Analysts and Examiners.

ENTRY REQUIREMENTS

- ❖ Advanced Diploma in Security Operations and Management/Internationally recognized Professional Diploma Certificate in Security and Safety.
- ❖ Professional Certificate in Certified Protection Professional (CPP), Professional Certified Investigator (PCI), Physical Security Professional (PSP), Fraud Examiners.
- ❖ Professional Certificates issued by Military and Paramilitary Academy in Nigeria.
- ❖ Graduate of Universities holding a degree in humanity, behavioral sciences, science and technology with security and protection background:
- ❖ Institute of Security Certificates of Completion of professional levels of Modules III & IV

TUITION FEE:N75, 000.00**COURSE MATERIAL FEE:** N25, 000.00,

DURATION: Twelve (12) months

14. SPECIALIST COURSE IN CORPORATE AND INDUSTRIAL SECURITY

TARGET AUDIENCE

The programme is designed for Intelligence Officers in Intelligence Office in the Armed Forces, Police, Customs, Prisons, NDLEA, Immigration, NSCDC, Head of Security Units, Security Managers, Private and Corporate Investigators, Intelligence Managers, Operators of Security Services, Training Managers, Insurance Managers, Factory Managers and Personnel Managers, Safety Managers, Auditors, Officers and Supervisors of Security Outfits, Legal Advisers, Prosecutors, Analysts and Examiners.

ENTRY REQUIREMENTS

- ❖ Advanced Diploma in Security Operations and Management/Internationally recognized Professional Diploma Certificate in Security and Safety.

- ❖ Professional Certificate in Certified Protection Professional (CPP), Professional Certified Investigator (PCI), Physical Security Professional (PSP), Fraud Examiners.
- ❖ Professional Certificates issued by Military and Paramilitary Academy in Nigeria.
- ❖ Graduate of Universities holding a degree in humanity, behavioral sciences, science and technology with security and protection background:
- ❖ Institute of Security Certificates of Completion of professional levels of Modules III & IV
TUITION FEE: ₦75, 000.00 **COURSE MATERIAL FEE:** ₦25, 000.00,
DURATION: Twelve (12) months.

15. ADVANCED PROFESSIONAL DIPLOMA IN LAW ENFORCEMENT ADMINISTRATION (ADLEA)

TARGET AUDIENCE

Middle, senior and executive cadre personnel of the Nigeria Police Force (NPF), Nigeria Prison Service (NPS), State Security Service (SSS), National Intelligence Agency (NIA), Nigerian Custom Service (NCS), Nigerian Immigration Service (NIS), National Drug Law Enforcement Agency (NDLEA), Economic and Financial Crimes Commission (EFCC), National Food and Drug Administration Control (NAFDAC), Standard Organisation of Nigeria (SON), National Environmental Protection and Regulation Agency (NESRA), Traffic Enforcement Agencies, such as Lagos State Traffic Management Agency (LASTMA) and Federal Road Safety Commission (FRSC), Private Security Personnel, Private Investigators, Business Persons, Enforcement Units of Parastatals, Security Personnel in the Aviation and Maritime industry, and persons interested in Law Enforcement.

ENTRY REQUIREMENTS

- ❖ A Diploma in any discipline of the University of Lagos, or any other recognized diploma of other comparable institution approved by the University of Lagos Senate.
- ❖ GCE/WASC/WASSCE ('O' Level) or its equivalent with at least credit passes in five subjects including English Language.
- ❖ Matured candidate with five years of relevant work experience and must be over 30 years of age.

TUITION FEE: ₦80, 000.00 for tuition **COURSE MATERIALS FEE:** ₦20, 000.00

DURATION: Two Semesters (Saturdays only)

16. DIPLOMA IN ENGLISH FOR PROFESSIONALS (DEP)

TARGET AUDIENCE

Administrators and Secretaries in Federal and State Civil Service, Personal Assistants, Private, Personal and Confidential Secretaries in Business and Industry, Public Relations and Protocol Officers, Banking and Finance Officers, Legal Practitioners, Accounting Officers, Insurance Officers, Senior Security Officers, Church Ministers and Imams, Islamic Clerics or Preachers, Media Practitioners/Journalists and other Professionals.

ENTRY REQUIREMENTS

- ❖ WASSC/SSSC or equivalent with credit in English Language and passes in four other subjects at not more than two sittings, or

- ❖ GCE ('O'Level) or equivalent with credit in English Language and passes in four other subjects at not more than two sittings,
 - ❖ A first degree of the University of Lagos or any other comparable institution approved by Senate;
 - ❖ Candidates who are above 30 years of age and who have acquired not less than five (5) years experience in relevant fields may be admitted as mature candidates despite the deficiency in the minimum entry requirements of (a) – (c) above.
- COURSE FEES:** N65, 000.00 for tuition fee and N10, 000.00 for Course Material
DURATION: 9 Months

17. EXECUTIVE DIPLOMA IN ENGLISH FOR PROFESSIONALS (EDEP)

TARGET AUDIENCE

Executive Administrators and Secretaries in Federal and State Civil Service, Personal Assistants (PA), Private, Personal and Confidential Secretaries in Business and Industry, Members of National and State House of Assemblies, Local Government Chairmen and Women, University Lecturers and Administrators, Public Relations Officers, Protocol Officers and Managers, Executive Politicians, Legal Practitioners, Media Men and Women, Military and Law Enforcement Officers (Police, Customs, NDLEA, Immigration, Prisons etc.), Accounting Officers, Insurance Officers, Surveyors, Engineers, Estate Managers, Scientists, Church Ministers and Muslim Clerics and other professionals.

ENTRY REQUIREMENTS

- ❖ A Diploma in English for Professional's (DEP) certificate of the University of Lagos or any other recognized Diploma of other comparable institution approved by Senate.
 - ❖ A first degree or a second degree of the University of Lagos or any other comparable institution approved by Senate; or
 - ❖ GCE ('A' Level) or equivalent with passes in two or three subjects including English Language;
 - ❖ GCE ('O' Level) or equivalent with credits in at least five subjects including English Language;
 - ❖ WASSC/SSSC or equivalent with credits in at least five subjects including English Language.
- COURSE FEES:** N120, 000.00 **TUITION FEE:** N10, 000.00 for course Materials and Equipment.
DURATION: 9 Months

18. PROFESSIONAL DIPLOMA IN HUMAN RESOURCES MANAGEMENT

TARGET AUDIENCE

Supervisors and Administrative Staff, Middle Level Managers, Junior Level Managers and Interested Members of the Public.

ENTRY REQUIREMENTS

- ❖ Holders of SSCE/GCE or Equivalent with at least 5 passes including credit in English at not more than two(2) sittings.
- ❖ Holders of relevant professional qualifications from recognized Institutes

- ❖ Mature candidate who are sponsored by company and above 30 years of age may apply.

COURSES FEES: TUITION: ₦52, 000.00 COURSE MATERIALS: ₦7, 000.00

DURATION: 9 Months (Two Semesters)

19. ADVANCED PROFESSIONAL DIPLOMA IN HUMAN RESOURCES MANAGEMENT

TARGET AUDIENCE: Top level Managers, Political leaders, Local Government Officials, Religious leaders, Proprietors/Business Men and Women, Human Resources Managers (HRM), mature individuals who desire to know how to win with people.

ENTRY REQUIREMENTS

- ❖ Holders of B.Sc/HND/OND/NCE in any discipline
- ❖ Holders of Diploma in Human Resources Management of the University of Lagos.
- ❖ Holders of higher qualification.
- ❖ Matured and experienced candidates who are sponsored by company and are above 30years of age, from private, public and other sectors may apply subject to selection criteria to be adopted by the programme committee.

COURSES FEES: TUITION: ₦60, 000.00 COURSE MATERIALS: ₦7, 000.00

DURATION: 9 Months (Saturdays Only) Two Semesters

20. DIPLOMA IN EARLY CHILDHOOD EDUCATION

Target Audience

Proprietors, Head Teachers, Teachers of Nursery/ Primary School and Day care Centre, Staff of Motherless babies Homes, SOS Villages and schools for special Children , Personnel of Family Support Programme, Personnel of Federal and State Ministries of Education , Health and Women Affairs , Staff of Non- Governmental Organizations and International Agencies involved with young children.

DURATION OF COURSE: Nine (9) months (2 semesters).

ENTRY REQUIREMENTS

- ❖ Certificate or its equivalent with five Passes including Credit in English Language.
- ❖ Mature Applicants of **30 years & above** with lower qualification(s) will be considered.

TUITION FEE: N60, 000.00for tuition fee and N15, 000.00for course materials.

DURATION: 9Months

21. ADVANCED DIPLOMA IN EARLY CHILDHOOD EDUCATION

TARGET AUDIENCE

Proprietors, Head Teachers, Teachers of Nursery/ Primary School and Day care Centre, Staff of Motherless babies Homes, SOS Villages and schools for special Children , Personnel of Family Support Programme, Personnel of Federal and State Ministries of Education , Health and Women Affairs , Staff of

Non- Governmental Organizations and International Agencies involved with young children.

ENTRY REQUIREMENTS

- ❖ Diploma in Early Childhood Education or any other Diploma recognized by the University of Lagos or
- ❖ National Certificate of Education (NCE) or
- ❖ National Diploma (ND) or
- ❖ Registered Nursing/Midwife
- ❖ Higher National Diploma (HND)
- ❖ First Degree

TUITION FEES: N70, 000.00 **COURSE MATERIALS:** N15, 000.00 for.

DURATION: 9 Months

22. DIPLOMA IN BIOMEDICAL ENGINEERING TECHNOLOGY

ENTRY REQUIREMENTS:

- ❖ Credit passes in three subjects at WASSCE level or its equivalent, at not more than two sittings which must include ENGLISH LANGUAGE & MATHEMATICS and any of Physics, Chemistry or Biology.
- ❖ TRS GRADE II CERT. OR NABTEB with knowledge of Electrical/Electronics with the requisite academic qualifications. Holders of this certificate who satisfy condition (a) above will be given preference.
- ❖ Matured candidates of 30 years and above and company/hospital sponsored candidates with relevant working experience in Electrical/Electronics such as Armed Forces, Police Forces, Prison Services, Hospital Technicians etc, whose organizations stand to benefit from the programme will be considered.

DURATION: One academic session that is (two (2) Semesters)

COURSE FEES: **TUITION FEE - N75, 000.00.**

23. CERTIFICATE IN HERBAL MEDICINE

TARGET AUDIENCE

All traditional medicine practitioners in the country; any citizen of the country who may wish to learn the art and science of traditional medicine practice. The programmes have been stratified to accommodate all interested individuals no matter the educational background.

ENTRY REQUIREMENTS

Minimum of Primary School leaving Certificate

COURSE FEES: **TUITION -N100, 000** **COURSE MATERIALS - N15, 000 .**

DURATION: 3 months

24. DIPLOMA IN HERBAL MEDICINE

TARGET AUDIENCE

All traditional medicine practitioners in the country; any citizen of the country who may wish to learn the art and science of traditional medicine practice.

The programmes have been stratified to accommodate all interested individuals no matter the educational background.

ENTRY REQUIREMENTS

- ❖ WAEC/NECO, at least 2 passes, in any two science subjects
 - ❖ Matured candidates of 30 years of age with relevant experience who did not have the required qualification may be considered.
- COURSE FEES:** N120, 000 for Tuition and N20, 000 for Course Materials.
DURATION: 9 months

25. ADVANCED DIPLOMA IN HERBAL MEDICINE

TARGET AUDIENCE

All traditional medicine practitioners in the country; any citizen of the country who may wish to learn the art and science of traditional medicine practice. The programmes have been stratified to accommodate all interested individuals no matter the educational background.

ENTRY REQUIREMENTS

Diploma in Herbal Medicine (HRDC) Unilag), Bachelor of Pharmacy, B.Sc. Biological Science and any other relevant qualification.
COURSE FEES: N150, 000 for Tuition and N25, 000 for Course Materials.
DURATION - 9 months

26. DIPLOMA PROGRAMME IN HOSTEL MANAGEMENT

TARGET AUDIENCE

- ❖ Porters, Janitors and Security Personnel in Hostels of Universities or allied Institutions.
- ❖ Higher Institutions Guest Houses staff.
- ❖ Personnel of Private Hostels
- ❖ Individuals from the Hospitality industry.
- ❖ Individuals from other fields who have interest in Hostel Management.

ENTRY REQUIREMENTS

- ❖ Holders of Senior Secondary School Certificate (SSCE) or the General Certificate of Education (G.C.E) O' level or its equivalent with credit passes in English Language and passes in four other subjects at not more than two sittings.
- ❖ Matured candidates, age 30 years and above with at least 3 years relevant working experience and minimum of three O level passes at not more than two sittings.
- ❖ Organization sponsored candidates who are unable to fulfill requirements 1 & 2 above may be considered.

TUITION FEE: N70, 000.00 **COURSE MATERIAL FEE-** ₦10, 000.00

DURATION: 9 months (Two semesters).

27. EXECUTIVE DIPLOMA IN BILINGUALISM AND REGIONAL INTEGRATION FOR PROFESSIONALS

TARGET AUDIENCE

Officer/SSS/Interpol, Customs Officers, French teachers, Immigration Officers, Naval Officers, Maritime Officers, Army Officers, Medical

Personnel/Practitioners, Lawyers, Tourism & Hospitality Professionals, Journalist/Mass Communicators, Travelers/Business men/Marketers, Bankers, Treasury Officers, Public Relations Officers/Customer Relations, Managers/Front Desk Managers, etc, Religious Bodies (Interpreters and Pastors), Entertainment Industry Professionals (Masters of Ceremony), Sub-titling of Nollywood for Export purposes, Security Exchange Workers/Stock Exchange Workers, Stockbrokers, Advertising Executives, Marketing Executives etc.

ENTRY REQUIREMENTS

- ❖ WASSCE/SSCE/GCE (O' level) or equivalent with credits in at least five subjects including English language at not more than two sittings.
- ❖ Seasoned administrators, industrialists, professionals (age not below thirty years, five years of work experience, and five ordinary level passes in any subjects).
- ❖ Holders of OND, NCE, Advanced Diploma or any other Certificate from recognized higher institutions.

TUITION FEE: N150, 000.00 **COURSE MATERIAL FEE:** N65, 000.00

DURATION: 9 months (Two semesters).

28. DIPLOMA IN BUSINESS ADMINISTRATION.

ENTRY REQUIREMENTS

- ❖ Candidates are required to have credit in English Language and passes in four other subjects at not more than two sittings in WASSCE/GCE O' level or its equivalent.
- ❖ Matured candidates of 30 years and above with at least three passes at O' level in not more than two sittings may be considered.

COURSE FEES- N55, 000 for Tuition and N15, 000 for Course Materials

DURATION- Two Semester (9 months)

29. ADVANCED DIPLOMA IN BUSINESS ADMINISTRATION.

ENTRY REQUIREMENTS

- ❖ Diploma in Business Administration of the University of Lagos or any other Diploma recognized by the University of Lagos
- ❖ OND in any Discipline
- ❖ HND in any Discipline.
- ❖ First Degree in any Discipline

COURSE FEES- N80, 000 for Tuition and N20, 000 for Course Materials

DURATION - Two Semester (9 months)

30. DIPLOMA IN PURCHASING AND SUPPLY

ENTRY REQUIREMENTS:

- ❖ Candidates are required to have credit in English Language and passes in four other subjects at not more than two sittings in WASSCE/GCE O' level or its equivalent.
- ❖ Matured candidates of 30 years and above with at least three passes at O' level in not more than two sittings may be considered.

DURATION - Two Semester (9 months)

VENUE – Department of Business Administration, University of Lagos.
COURSE FEES-N55, 000 for Tuition and N15, 000 for Course Materials

31. ADVANCED DIPLOMA IN PURCHASING AND SUPPLY

ENTRY REQUIREMENTS:

- ❖ Diploma in Purchasing and Supply of the University of Lagos or any other Diploma recognized by the University of Lagos
- ❖ OND in any Discipline
- ❖ HND in any Discipline.
- ❖ First Degree in any Discipline

TUITION FEE - N80, 000 **COURSE MATERIALS:** N20, 000

DURATION - Two Semester (9 months)

32. DIPLOMA IN MARKETING

ADMISSION REQUIREMENTS

- ❖ Candidates are required to have credit in English Language and passes in four other subjects at not more than two sittings in WASSCE/GCE O' level or its equivalent.
- ❖ Matured candidates of 30 years and above with at least three passes at O' level in not more than two sittings may be considered.

COURSE FEES- N55, 000 for Tuition and N15, 000 for Course Materials

DURATION - Two Semester (9 months)

33. ADVANCED DIPLOMA IN MARKETING

ENTRY REQUIREMENTS

- ❖ Diploma in Marketing of the University of Lagos or any other Diploma recognized by the University of Lagos.
- ❖ OND in any Discipline
- ❖ HND in any Discipline.
- ❖ First Degree in any Discipline

COURSE FEES-N65, 000 for Tuition and N15, 000 for Course Materials

DURATION - Two Semester (9 months)

34. ADVANCED DIPLOMA IN CLIMATE CHANGE ADAPTATION

TARGET AUDIENCE

Staff of ministries, public parastatals and private organisations including NGOs and corporate organisations (Banks and other financial institutions, Oil and Gas companies, Communication companies, Manufacturing and Service industries). Others include, IT organisations, small scale entrepreneurial and individual interested in environment and climate change related issues.

ENTRY REQUIREMENTS

Holders of a OND, HND, B.Sc. or any other higher degree from recognized institution in any field including Engineering and Medicine will be considered for admission. Experience, as well as full membership of relevant professional bodies will be an added advantage.

COURSE FEES: ₦120,000.00 Tuition Fee and ₦30,000.00 for course materials.

DURATION: Lectures are held on Saturdays for two semesters.

35. PROFESSIONAL CERTIFICATE IN ELECTION ADMINISTRATION

TARGET AUDIENCE

Federal Election Officials, State Election Officials, Political Party Executives & Members, Election Monitoring Agencies, Academics, Security Agencies, Members of the Public, Civil Society Organizations, Community Leaders, Local Government Officials, Human Rights Organizations and Mass Media/Journalists

ENTRY REQUIREMENTS

- ❖ Holder of senior secondary school certificate (SSCE) or the General Certificate of Education (GCE) or its equivalent with a minimum of 5 passes including English Language at not more than TWO sittings.
- ❖ Matured candidates of 30 years and above with a minimum of pass in 3 subjects at senior secondary school certificate (SSCE) or the General Certificate of Education (GCE) or its equivalent at not more than TWO sittings.

COURSES FEES: Tuition: ₦ 60,000.00 and **Course Materials:** ₦15, 000.00

DURATION: 3 Months (Saturdays Only) One Semester

36. DIPLOMA IN ELECTION ADMINISTRATION

TARGET AUDIENCE

Federal Election Officials, State Election Officials, Political Party Executives & Members, Election Monitoring Agencies, Academics , Security Agencies, Members of the Public, Civil Society Organizations, Community Leaders, Local Government Officials, Human Rights Organizations and Mass Media/Journalists.

ENTRY REQUIREMENTS

- ❖ Holders of Certificate in Election Administration
- ❖ Holders of B.Sc/HND/OND/NCE in any discipline
- ❖ Holders of Diploma in Human Resources Management of the University of Lagos.
- ❖ Holders of higher qualification
- ❖ Matured and experienced candidates who are sponsored by company and are above 30years of age, from private, public and other sectors may apply subject to selection criteria to be adopted by the Programme Committee.

COURSES FEES: Tuition: ₦100, 000.00 and **Course Materials:** ₦25, 000.00

DURATION: 6Months (Saturdays Only) Two Semesters

37. CERTIFICATE IN CREATIVE WRITING

ENTRY REQUIRMENTS

Three credits in WASCE/GCE/NECO including a credit pass English and Literature.

TUTION FEE: ₦50,000.00 **COURSE MATERIALS:** ₦5,000.00

DURATION: Three (3) months

38. DIPLOMA IN CREATIVE WRITING

ENTRY REQUIRMENTS

Five credits in WASCE/GCE/NECO including a credit pass in English and Literature.

TUTION FEE: ₦90,000.00; **COURSE MATERIALS:** ₦5,000.00

DURATION: Six (6) months

39. ADVANCE DIPLOMA IN CREATIVE WRITING

ENTRY REQUIRMENTS

Graduates of any discipline, who meet the general requirements to the University of Lagos.

TUTION FEE: ₦120,000.00; **COURSE MATERIALS:** ₦5,000.00

DURATION: Nine (9) months.

40. EXECUTIVE/ADVANCED DIPLOMA IN BUSINESS MANAGEMENT (Small Business Management Concentration)

TARGET AUDIENCE

Self-employed, proprietors of small business and managers who need in depth appreciation of fundamental principles of managing small business.

ENTRY REQUIREMENTS

Five passes at credit level in SSCE/GCE/O/L or equivalent examinations; B.Sc/OND/NCE. Mature students with lower qualifications may be considered.

TUTION FEE: ₦45,000.00 **COURSE FEE:** ₦5,000.00.

41. ADVANCED PROFESSIONAL DIPLOMA IN BUSINESS MANAGEMENT (Small Business Management Concentration)

TARGET AUDIENCE

- ❖ Professionalism in Small Business Management functions in Organizations.

ADMISSION REQUIREMENTS

Graduates of Executive Diploma Programmes, University First Degree, NCE or HND in any discipline. Top level employees of organizations who require advanced knowledge of Small Business Management, but possess lower qualifications may be considered.

TUTION FEE: ₦50,000.00 **COURSE MATERIALS FEE:** ₦5,000.00

DURATION: 9 Months

42. PROFESSIONAL DIPLOMA IN COMPUTER & SECRETARIAL STUDIES (Ordinary/Intermediate/Advanced/Executive)

TARGET AUDIENCE

These are grouped subject scheme in Computer & Secretarial Studies for candidates aiming to be Secretaries to middle management, senior management, chief executive officers or other comparable officers.

ENTRY REQUIREMENTS

DCSS (Ordinary)

- ❖ Basic qualification of five GCE O/Level or its equivalent including English Language or recognized professional qualifications. Matured candidates with suitable qualifications or practical experience will be considered for admission.

❖ **DCSS (Intermediate)**

As in (a) above plus Shorthand: 80 wpm and Typewriting: 35 wpm, respectively, or Diploma in Secretarial Studies Ordinary) from any recognized institutions. Senior/Chief Typist can also be considered for admission.

❖ **Advanced DCSS**

As in (a) above plus Shorthand: 100 wpm and Typewriting: 50 wpm, respectively, or Diploma in Secretarial Studies (Intermediate) from any recognized institutions.

- ❖ Executive DCSS Graduates/HND/NCE holders with basic qualification of five GCE O/L or its equivalent including English Language or recognized professional qualifications would be considered for admission.

TUITION FEES: ₦30,000.00.

COURSE MATERIALS FEE: ₦5,000.00

DURATION: 9 Months

43. PROFESSIONAL DIPLOMA FOR PERSONAL ASSISTANTS

TARGET AUDIENCE

candidates aiming to be Personal Assistants or Personal Secretaries to senior management or other comparable officers. The scheme of study provides a background of knowledge and skills to encourage the development of self-confidence and initiative, which, in due course, will enable the candidate to play a responsible role in an administrative environment.

ENTRY REQUIREMENT

Graduates and non-graduates with basic qualification of the credits GCE O/L or its equivalents including English Language or recognized professional qualifications. Matured candidates with suitable qualification or practical experience will be considered for admission.

TUITION FEE: ₦40,000.00

COURSE MATERIALS: ₦5,000.00

DURATION: 9 Months

44. ADVANCED PROFESSIONAL DIPLOMA FOR PERSONAL ASSISTANTS

Top Personal Assistants in the industries both public and private organizations. Candidates also would be exempted from all parts of the Institute of Personal Assistants of Nigeria Examinations.

ADMISSION REQUIREMENTS

Graduates of Executive Diploma Programmes, University First Degree, NCE, or HND in any discipline. Matured candidates with suitable qualification or practical experience will be considered for admission.

TUITION FEE: ₦45,000.00 **COURSE MATERIAL FEE:** ₦5,000.00

DURATION: 9 Months

45. DIPLOMA IN DIGITAL CARTOGRAPHY AND GEOGRAPHIC INFORMATION SYSTEMS (GIS)

TARGET AUDIENCE

Cartographers, Draughtsmen, Geographers, Land Surveyors, Urban and Regional Planners, Land Development Officers, Estate Managers, Utility Managers, Environmental and Disaster Management Officers, Oil and Gas Companies, Staff members of all Federal and State Ministries, Departments and Agencies (MDAs), National Boundary Commission (NBC), National Population Commission (NPC), Independent National Electoral Commission (INEC), Nigerian Ports Authority (NPA), Academics, Nigerian Armed Forces, Nigeria Police Force and other Paramilitary Service Organizations and Security Agencies, Engineering and Construction Companies, Transport Companies, Local Government Officials, Mass Media/Journalists/Advertisement Agencies, Professionals in various resource fields such as soil, forestry, water resources, geology, agriculture, mining, etc. and interested Members of the Public.

ENTRY REQUIREMENTS

- Holder of WASC/SSCE/NECO/GCE or its equivalent with credit in English Language and at least passes in four other subjects including Mathematics and Geography obtained at not more than TWO sittings.
- Matured candidates of 30 years and above with a minimum of pass in 3 subjects at Senior Secondary School Certificate (SSCE) or the General Certificate of Education (GCE) or its equivalent at not more than TWO sittings.

COURSE FEES: Tuition: ₦ 60,000.00 and **Course Materials:** ₦10,000.00

DURATION: 9 Months (Saturdays Only), Two Semesters

46. ADVANCED DIPLOMA IN DIGITAL CARTOGRAPHY AND GEOGRAPHIC INFORMATION SYSTEMS (GIS)

TARGET AUDIENCE

Cartographers, Draughtsmen, Geographers, Land Surveyors, Urban and Regional Planners, Land Development Officers, Estate Managers, Utility Managers, Environmental and Disaster Management Officers, Oil and Gas Companies, Staff members of all Federal and State Ministries, Departments and Agencies (MDAs), National Boundary Commission (NBC), National Population Commission (NPC), Independent National Electoral Commission (INEC), Nigerian Ports Authority (NPA), Academics, Nigerian Armed Forces, Nigeria Police Force and other Paramilitary Service Organizations and Security Agencies, Engineering and Construction Companies, Transport Companies, Local Government Officials, Mass Media/Journalists/Advertisement Agencies, Professionals in various resource fields such as soil, forestry, water resources, geology, agriculture, mining, etc. and interested Members of the Public.

ENTRY REQUIREMENTS:

- Holder of WASC/SSCE/NECO/GCE or its equivalent with credit in English Language and at least passes in four other subjects including Mathematics and Geography obtained at not more than TWO sittings.
- Holder of NCE/OND/HND or its equivalent with a minimum of two years cognate working experience.
- Holder of B.Sc./M.Sc. degree in any discipline or its equivalent.

COURSE FEES: Tuition: ₦70,000.00 **Course Materials:** ₦15,000.00

DURATION: 9 Months (Saturdays Only), Two Semesters

47. ADVANCED DIPLOMA IN HYDROLOGY AND WATER RESOURCES MANAGEMENT

TARGET AUDIENCE

- ❖ For all Practitioners in the field of hydrology and water resources management.
- ❖ Middle management professionals and students wishing to increase their knowledge in the specialist arrears of hydrological sciences and water resources management.
- ❖ Producers of bottled waters.
- ❖ Staffers of water resources institutions and companies.

ADMISSION REQUIREMENTS

- ❖ Holders of WASSC/SSCE/GCE or equivalent qualifications with at least five (5) O'LEVEL Credits.
- ❖ Holders of OND/HND/B.Sc/M.Sc in any discipline.
- ❖ Matured candidates of 35 years of Age and above with lower qualifications but with at least five (5) years working experience in hydrology, water resources, water corporations and other establishments with allied responsibilities

TUITION FEE: ₦80, 000, **COURSE MATERIALS FEE:** ₦15, 000

DURATION: 6 Months

48. CERTIFICATE IN CORPORATE AND PERSONAL FITNESS INSTRUCTION

TARGET AUDIENCE

- ❖ Fitness Centres/Aerobic Clubs
- ❖ Students with sport background
- ❖ Individuals from other fields who have interest in fitness/Aerobic programme

ADMISSION REQUIREMENTS

- ❖ A minimum of WASCE/NECO or GCE O/L with passes in five subjects at not more than two (2) sittings which must include Mathematics, English Language, Biology and any other two subjects.
- ❖ Organization sponsor candidates will be considered.

TUITION FEE: ₦50,000.00 **COURSE MATERIAL:** ₦5,000.00

DURATION: Three (3) Months

49. DIPLOMA IN CORPORATE AND PERSONAL FITNESS INSTRUCTION

TARGET AUDIENCE

- ❖ Fitness Centres/Aerobic Clubs
- ❖ Students with sport background
- ❖ Individuals from other fields who have interest in fitness/Aerobic programme

ENTRY REQUIREMENTS

- ❖ A minimum of WASCE/NECO or GCE O/L with passes in five subjects at not more than two (2) sittings which must include Mathematics, English Language, Biology and any other two subjects.
- ❖ Organization sponsor candidates will be considered.

TUITION FEE: ₦50,000.00

COURSE MATERIAL: ₦5,000.00

DURATION: One (1) Academic Session

50. PROFESSIONAL DIPLOMA IN PUBLIC SERVICE ADMINISTRATION AND GOVERNANCE

TARGET AUDIENCE

- ❖ Local Government Administrators
- ❖ Federal and State Government officials
- ❖ School Administrators
- ❖ Officials of government parastatals and Agencies
- ❖ Founders and Workers of religious institutions
- ❖ Executive officers of Corporate Bodies
- ❖ Military Personnel
- ❖ Non-Governmental Organizations

ENTRY REQUIREMENTS

- ❖ Holders of SSCE/GCE/NECO or its equivalent with not less than 5 credit passes at not more than two sittings.
- ❖ An experienced Administrator with age not below 30 years with five years in service and at least three 'o' level passes.
- ❖ Holders of Diploma, Advance Diploma, NCE B.Sc./HND or any other higher degrees from recognized institutions.
- ❖ Professional qualifications from recognized academic institutions such as Universities, Polytechnics, Professional bodies etc.

TUITION FEE: Tuition - ₦120,000.00 Course Material - ₦15,000.00

Duration: 9 months (Saturdays only)