



NATIONAL SOFTWARE ENGINEERING ACADEMY

Course Book for Prospective Students Year 2015

COURSES	Mode of Study [PT - Part-time, FT - Full-Time, DL - Distance, OL - Online]	Duration	FEES			
			Paying Cash	Full Course	Deposit	Monthly Installment
ENGINEERING COURSES – CERTIFICATE						
Certificate in Electrical & Electronics Engineering	FT,PT	1 Year	10,545	11,100	2,600	850x10
Certificate in Electronics and Telecommunications Engineering	FT,PT	1 Year	10,545	11,100	2,600	850x10
Certificate in PC Engineering	FT,PT,DL,OL	1 Year	10,545	11,100	2,600	850x10
Certificate in Geographic Information Systems (GIS)	FT,PT,DL,OL	6 Months	6,175	6,500	1,430	845x6
Certificate in Auto cad	FT,PT,DL,OL	6 Months	6,175	6,500	1,430	845x6
ENGINEERING COURSES – DIPLOMA						
Diploma in Electrical & Electronics Engineering	FT,PT	2 Years	11,305	11,900	2,900	900x10
Diploma in Telecommunications Engineering	FT,PT	2 Years	11,305	11,900	2,900	900x10
Diploma in Software Engineering	FT,PT	2 Years	11,305	11,900	2,900	900x10
Diploma in PC Engineering	FT,PT,DL,OL	2 Years	11,305	11,900	2,900	900x10
Diploma in Geographic Information Systems (GIS)	FT,PT,DL,OL	2 Years	11,305	11,900	2,900	900x10
Diploma in Electronic Data Processing	FT,PT	2 Years	11,305	11,900	2,900	900x10
ENGINEERING COURSES – ADVANCED DIPLOMA						
Advanced Diploma in Electrical & Electronics Engineering	FT,PT	3 Years	12,160	12,800	3,200	960x10
Advanced Diploma in Telecommunications Engineering	FT,PT	3 Years	12,160	12,800	3,200	960x10
Advanced Diploma in Software Engineering	FT,PT	3 Years	12,160	12,800	3,200	960x10
IT COURSES – CERTIFICATE						
Certificate in Information Technology	FT,PT,DL,OL	1 Year	10,545	11,100	2,600	850x10
Certificate in Computer Science	FT,PT,DL,OL	1 Year	10,545	11,100	2,600	850x10
Certificate in Mobile Applications Development	FT,PT,DL,OL	8 Months	8,550	9,000	1,800	900x8
Certificate in 3D Motion Graphics	FT,PT,DL,OL	1 Year	19,000	20,000	9,000	1,100x10
Certificate in Web design and Web programming	FT,PT,DL,OL	6 Months	6,156	6,480	1,800	780x6
IT COURSES – DIPLOMA						
Diploma in Information Technology	FT,PT,DL,OL	2 Years	11,305	11,900	2,900	900x10
Diploma in Computer Science	FT,PT,DL,OL	2 Years	12,730	13,400	3,500	900x10
Diploma in 3D Motion Graphics	FT,PT	2 Years	20,900	22,000	10,000	1,200x10
Diploma in System Administration	FT,PT,DL,OL	2 Years	9,500	10,000	2,500	800x10
IT COURSES – ADVANCED DIPLOMA						
Advanced Diploma in Information Technology	FT,PT,DL,OL	3 Years	12,160	12,800	3,200	960x10
Advanced Diploma in Computer Science	FT,PT,DL,OL	3 Years	12,160	12,800	3,200	960x10
Advanced Diploma in 3D Motion Graphics	FT,PT	3 Years	23,750	25,000	12,000	1,300x10
Advanced Diploma in System Administration	FT,PT,DL,OL	3 Years	10,260	10,800	2,700	810x10

BUSINESS COURSES – CERTIFICATE						
Certificate in Office Administration	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
Certificate in Journalism and Communication	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
Certificate in Marketing Management	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
Certificate in Accounting Management	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
Certificate in Travel and Tourism Management	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
Certificate in Business Administration and Management	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
Certificate in Finance Management	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
Certificate in Small Business Management	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
Certificate in Entrepreneurship and Small Business Management	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
Certificate in Public Relations	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
Certificate in Purchasing and Supply Management	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
Certificate in HIV/ AIDS Management	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
Certificate in Human Resources Management	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
Certificate in Real Estate Management	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
BUSINESS COURSES – DIPLOMA						
Diploma in Office Administration	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Entrepreneurship and Small Business Management	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Journalism and Communication	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in International Business	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Accounting and Finance	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Banking and Finance	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Finance Management	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Business Administration and Management	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Marketing Management	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Accounting Management	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Economics Management	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Travel and Tourism Management	FT,PT,DL,OL	2 Years	9,975	10,500	2,500	845x10
Diploma in Insurance and Risk Management	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Retail Management	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Human Resources Management	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
BUSINESS COURSES – ADVANCED DIPLOMA						
Advanced Diploma in Accounting and Finance	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10
Advanced Diploma in Business Management	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10
Advanced Diploma in Marketing Management	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10

Advanced Diploma Business Administration and Management	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10
Advanced Diploma in Economics Management	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10
Advanced Diploma in Retail Management	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10
Advanced Diploma in Insurance and Risk Management	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10
Advanced Diploma in Travel and Tourism Management	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10
Advanced Diploma in Purchasing and Supply Management	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10
Advanced Diploma in Human Resources Management	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10
EDUCATION COURSES – DIPLOMA						
Diploma in Education	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Early Childhood Education	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Education – Computer Studies	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
LANGUAGES						
English: Beginner	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
English :Intermediate	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
English: Advanced	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
Russian: Beginner	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
Russian: Intermediate	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
Russian: Advanced	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
French :Beginner	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
French: Intermediate	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
French: Advanced	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
Portuguese: Beginner	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
Portuguese: Intermediate	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
Portuguese: Advanced	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
Afrikaans: Beginner	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
Afrikaans: Intermediate	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
Afrikaans: Advanced	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
German :Beginner	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
German: Intermediate	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
German: Advanced	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
Chinese Mandarin: Beginner	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
Chinese Mandarin: Intermediate	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
Chinese Mandarin : Advanced	FT,PT,DL,OL	3 Months	2,232.50	2,350	1,000	450x3
IT SHORT COURSES						
A+ - PC Technician	FT,PT,DL,OL	4 Months	4,750	5,000	1,500	875x4

N+ Networking CompTia	FT,PT,DL,OL	4 Months	4,750	5,000	1,500	875x4
Cisco CCNA1-4	FT,PT,DL,OL	4 Months	6,650	7,000	2,000	1,250x4
MCITP Windows 7 Enterprise	FT,PT,DL,OL	3 Months	3,800	4,000	1,120	960x3
MCITP SQL Server – Active Directory	FT,PT,DL,OL	4 Months	4,750	5,000	1,500	875x4
MCITP – Desk Virtualisation	FT,PT,DL,OL	4 Months	4,750	5,000	1,500	875x4
Oracle Developer 10g	FT,PT	6 Months	7,049	7,420	1,960	910x6
Java Programming SE7	FT,PT,DL,OL	6 Months	7,049	7,420	1,960	910x6
Cloud Computing – MCPD Azure technology, tablets and mobile phones	FT,PT	8 Months	8,550	9,000	1,800	900x8
IC3	FT,PT,DL,OL	4 Months	2,850	3,000	1,000	500x4
E-Commerce	FT,PT,DL,OL	4 Months	5,700	6,000	2,000	1,000x4
Specialized training for kids	FT,PT	3 Months	2,375	2,500	1,000	500x3
Short courses in any programming Language	FT,PT	6 Months	7,049	7,420	1,960	910x6
Graphic Design	FT,PT,DL,OL	3 Months	3,990	4,200	1,800	800x3
SQL Server	FT,PT,DL,OL	2 Months	4,750	5,000	2,500	1,250x2
Maya	FT,PT	3 Months	3,325	3,500	1,000	833x3
Computer Literacy: Beginner	FT,PT,DL,OL	3 Months	3,087.50	3,250	1,000	750x3
Computer Literacy: Intermediate	FT,PT,DL,OL	3 Months	3,087.50	3,250	1,000	750x3
Computer Literacy: Advanced	FT,PT,DL,OL	3 Months	3,087.50	3,250	1,000	750x3

FOUNDATION COURSE: will be done by everyone who does not meet the minimum entry requirements.

SUBJECTS	MODE OF STUDY	DURATION	PAYING CASH	FULL AMOUNT	DEPOSIT	MONTHLY INSTALLMENT
<ul style="list-style-type: none"> Basic Business Communication Skills Mathematics for Business IT Concepts Introduction to Accounting 	FT,PT,DL,OL	4 Months	6,460	6,800	2,000	1200x4

CERTIFICATE LEVEL

Entry Requirements

- Grade 12 with 10 Points
- Grade 10 with 18 Points
- Those with fewer points than the above will have to do the foundation course before being enrolled. Prior learning and experience are considered.
- Mature Age Entry – 23 years. Prior learning and experience are considered.

DIPLOMA LEVEL

Entry Requirements

Possession of certificate as listed above or equivalent. Entry Requirements for programmes starting at Diploma Level is Grade 12 with 18 points minimum. Candidates with less than 18 points will have to enroll for certificate level first.

a) Mature Age Entry – 23 years. Prior learning and experience are considered.

ADVANCED DIPLOMA LEVEL

Entry Requirements

Student should have passed all Certificate and Diploma level subjects or should have an equivalent Diploma from a reputable institution of higher learning that is recognized in the country of origin.

IMPORTANT

- i. Registration fee (Non-refundable): N\$ 550.00 (subject to change)
- ii. Upon the registration, the student will get a free NSEA golf T-shirt with his/her name on it.
- iii. The T-shirt sample can be viewed at our website: www.natsoftacademy/samples.php?tshirt
- iv. Application form fee: N\$ 50.00 (subject to change)
- v. Student Card fee: N\$ 50.00 (subject to change)
- vi. Payment terms are cash or installment plan
- vii. Foreign students should pay at least **75%** of the course fees
- viii. A **5%** discount on tuition fees will be granted if fees are paid in full. However discount is calculated on tuition fees only and it may vary.
- ix. The course fee will be increasing every year by an amount between **10% to 15%**.
- x. Students are only allowed to attend classes after paying deposit, and all prices are in N\$.
- xi. Tuition fees are paid for course and do not take consideration of time
- xii. Rebates to Students Representative Council. A rebate of **20%** to SRC President and **15%** to SRC members will be granted on the following conditions:
 - The rebate will be calculated for the period served as SRC member or President
 - Rebates will be calculated on tuition fees only or any other charges
 - Rebates will be refunded at the end of each semester
 - Rebates will only be refunded, if the fee account is settled in full.
- xiii. **Tuition fees do not include textbooks or projects and practical fees**
- xiv. **Refund Policy**
 - Registration fee, student card fee and application form fee are non-refundable
 - Tuition Fee will be refunded in proportion of the time passed before cancellation. For more information see our refund policy on www.natsoftacademy.com/policies.php?refunds. Students not admitted for a course will get **100%** refund excluding application form fees
 - Students not registered for a course which cannot be offered due to circumstances (e.g. student numbers not enough/adequate) will get **100%** refund
 - No refunds on fees for foreign students
- xv. **Discount for Excellent Academic Performance**

All students who obtain at least **85%** in the final mark of a course shall receive a discount on tuition fees for that course as follows:

 - **5%** for a certificate course
 - **10%** for a diploma course
 - **15%** for an advanced diploma course
- xvi. **The academy reserves the right to change fees guide at any time without notice**

- xvii. **Interest on overdue accounts**
 - A **15%** annual interest will be charged on all tuition accounts.
 - Monthly payment received after the **5th** of each month will attract a late fee charge of **10%** added to monthly payment.
- xviii. **Please note that NSEA does not offer any financial assistance in the form of loans and/or bursaries.**
- xix. **All students will be provided with a Student Handbook and other policies that affect students upon registration and payment of tuition fees deposit.**
- xx. **Notwithstanding the fact that all the information contained herein has been compiled as accurately as possible, councils, board of National Software Engineering Academy accept no responsibility for any errors that may occur**
- xxi. **NB: Some courses are only offered either on certificate, diploma or advanced level.**

METHOD OF PAYMENT

PERSONALLY AT	BANK DEPOSIT
Administration Office National Software Engineering Academy Independence Avenue, CBD, Windhoek, Namibia Capital Centre Building, 8 th Floor	Bank :Bank Windhoek Account Name :National Software Engineering Academy Account No :8003546576 Branch :Capricorn Branch Code :486-372

On the deposit slip, please indicate;

Reference: Please indicate the Name and Surname of the Student e.g. Tom Smith plus Student Number
Send Proof of deposit to address below:

The Registrar
National Software Engineering Academy
P. O. Box 26042
Windhoek
Namibia

Or deliver to the physical address below or Email

Main Campus

Physical Location: Independence Avenue, CBD, Windhoek, Namibia
Capital Centre Building, 8th Floor

Telephone: (+264-81) 377 9721 / (+264-81) 635 4851

Website: www.natsoftacademy.com

E-mail: info@natsoftacademy.com