



Course Book for Prospective Students Year 2015 - 2016

*This Course book contains 8 pages in total including this page.*

COURSES	Mode of Study [PT - Part-time, FT - Full-Time, DL - Distance, OL - Online]	Duration Minimum (Min), Maximum (Max)	FEES			
			Paying Cash	Full Course	Deposit	Monthly Installment
<b>ENGINEERING COURSES – CERTIFICATE</b>						
Certificate in Electrical & Electronics Engineering NQF 4	FT,PT	1 Year	10,545	11,100	2,600	850x10
Certificate in Electronics and Telecommunications Engineering NQF 4	FT,PT	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
<b>ENGINEERING COURSES – DIPLOMA</b>						
Diploma in Electrical & Electronics Engineering NQF 5	FT,PT	2 Years	11,305	11,900	2,900	900x10
Diploma in Telecommunications Engineering NQF 5	FT,PT	2 Years	11,305	11,900	2,900	900x10
Diploma in Software Engineering NQF 5	FT,PT	2 Years	11,305	11,900	2,900	900x10
Diploma in PC Engineering NQF 5	FT,PT,DL,OL	2 Years	11,305	11,900	2,900	900x10
Diploma in Geographic Information Systems (GIS) NQF 5	FT,PT,DL,OL	2 Years	11,305	11,900	2,900	900x10
Diploma in Electronic Data Processing NQF 5	FT,PT	2 Years	11,305	11,900	2,900	900x10
<b>ENGINEERING COURSES – DIPLOMA</b>						
Diploma in Electrical & Electronics Engineering NQF 6	FT,PT	3 Years	12,160	12,800	3,200	960x10
Diploma in Telecommunications Engineering NQF 6	FT,PT	3 Years	12,160	12,800	3,200	960x10
Diploma in Software Engineering NQF 6	FT,PT	3 Years	12,160	12,800	3,200	960x10
Diploma in PC Engineering NQF 6	FT,PT,DL,OL	3 Years	12,160	12,800	3,200	960x10
<b>IT COURSES – CERTIFICATE</b>						
Certificate in Information Technology NQF 4	FT,PT,DL,OL	1 Year	10,545	11,100	2,600	850x10
Certificate in Computer Science NQF 4	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 NQF 4	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
<b>IT COURSES – DIPLOMA</b>						
Diploma in Information Technology NQF 5	FT,PT,DL,OL	2 Years	11,305	11,900	2,900	900x10
Diploma in Computer Science NQF 5	FT,PT,DL,OL	2 Years	12,730	13,400	3,500	900x10
Diploma in 3D Motion Graphics NQF 5	FT,PT	2 Years	20,900	22,000	10,000	1,200x10
Diploma in System Administration NQF 5	FT,PT,DL,OL	2 Years	11,305	11,900	2,900	900x10
Diploma in Digital and Interactive Games NQF 5	FT,PT	2 Years	42,750	45,000	15,000	3,000x10
<b>IT COURSES – DIPLOMA</b>						
Diploma in Information Technology NQF 6	FT,PT,DL,OL	3 Years	12,160	12,800	3,200	960x10
Diploma in Computer Science NQF 6	FT,PT,DL,OL	3 Years	12,160	12,800	3,200	960x10
Diploma in 3D Motion Graphics NQF 6	FT,PT	3 Years	23,750	25,000	12,000	1,300x10
Diploma in System Administration NQF 6	FT,PT,DL,OL	3 Years	12,160	12,800	3,200	960x10

<b>BUSINESS COURSES – CERTIFICATE</b>						
Certificate in Office Administration NQF 1	FT,PT,DL,OL	4 Months	4,400	4,600	1,200	850x4
Certificate in Office Administration NQF 2	FT,PT,DL,OL	4 Months	4,800	5,000	1,400	900x4
Certificate in Office Administration NQF 3	FT,PT,DL,OL	4 Months	5,200	5,400	1,600	950x4
Certificate in Office Administration NQF 4	FT,PT,DL,OL	4 Months	5,500	5,800	1,800	1,000x4
Certificate in Entrepreneurship NQF 2	FT,PT,DL,OL	4 Months	4,800	5,000	1,400	900x4
Certificate in Entrepreneurship NQF 3	FT,PT,DL,OL	4 Months	5,200	5,400	1,600	950x4
Certificate in Entrepreneurship NQF 4	FT,PT,DL,OL	4 Months	5,500	5,800	1,800	1,000x4
Certificate in Accounting and Finance NQF 4	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
Certificate in Travel and Tourism Management NQF 4	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
Certificate in Business Administration and Management NQF 4	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
Certificate in Human Resources Management NQF 4	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
Certificate in Real Estate Management NQF 4	FT,PT,DL,OL	1 Year	9,310	9,800	1,800	800x10
<b>BUSINESS COURSES – DIPLOMA</b>						
Diploma in Office Administration NQF 5	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Accounting and Finance NQF 5	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Business Administration and Management NQF 5	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Travel and Tourism Management NQF 5	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Human Resources Management NQF 5	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Real Estate Management NQF 5	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
<b>BUSINESS COURSES – DIPLOMA</b>						
Diploma in Accounting and Finance NQF 6	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10
Diploma Business Administration and Management NQF 6	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10
Diploma in Travel and Tourism Management NQF 6	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10
Diploma in Human Resources Management NQF 6	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10
Diploma in Real Estate Management NQF 6	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10
<b>EDUCATION COURSES – DIPLOMA</b>						
Diploma in Early Childhood Education NQF 5	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Education – Computer Studies NQF 5	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Pre and Lower Primary Education NQF 5	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
Diploma in Upper Education NQF 5	FT,PT,DL,OL	2 Years	9,975	10,500	2,050	845x10
<b>EDUCATION COURSES – DIPLOMA</b>						
Diploma in Early Childhood Education NQF 6	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10
Diploma in Education – Computer Studies NQF 6	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10
Diploma in Pre and Lower Primary Education NQF 6	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10
Diploma in Upper Education NQF 6	FT,PT,DL,OL	3 Years	10,545	11,100	2,300	880x10

**NATIONAL SOFTWARE ENGINEERING ACADEMY (NSEA) IN COLLABORATION WITH VENKATESHWARA OPEN UNIVERSITY (VOU) IN INDIA, (FULLY ACCREDITED BY UNIVERSITY GRANTS COMMISSION (UGC)) IS OFFERING BACHELORS & MASTERS PROGRAMMES ONLINE**

**BACHELORS DEGREE PROGRAMMES**

Bachelor in Commerce NQF 8	OL	Min: 3 years, Max: 6 years	28,224	28,800	3,880	2,880x10
Bachelor of Management Studies NQF 8	OL	Min: 3 years, Max: 6 years	51,744	52,800	6,280	5,280x10
Bachelor of Arts NQF 8	OL	Min: 3 years, Max: 6 years	28,224	28,800	3,880	2,880x10
Bachelors of Science in IT NQF 8	OL	Min: 2 years, Max: 3 years	39,984	40,800	5,080	4,080x10
Executive Higher Diploma in Business Administration NQF 7	OL	Min: 1 year, Max: 2 years	35,280	36,000	4,600	3,600x10

**MASTERS DEGREE PROGRAMMES**

Master of Commerce With Computer Application NQF 9	OL	Min: 2 years, Max: 4 years	28,224	28,800	3,880	2,880x10
Master of Science in IT NQF 9	OL	Min: 2 years, Max: 4 years	37,632	38,400	4,840	3,840x10
Masters of Business Administration NQF 9	OL	Min: 2 years, Max: 4 years	42,336	43,200	5,320	4,320x10
Executive Master in Business Administration NQF 9	OL	Min: 2 years, Max: 4 years	30,576	31,200	4,120	3,120x10
Advanced Post Graduation in Business Management NQF 8	OL	Min: 1 year, Max: 2 years	35,280	36,000	4,600	3,600x10

**LANGUAGES**

English: Beginner	FT,PT,DL,OL	3 Months	2,233	2,350	1,000	450x3
English :Intermediate	FT,PT,DL,OL	3 Months	2,233	2,350	1,000	450x3
English: Advanced	FT,PT,DL,OL	3 Months	2,233	2,350	1,000	450x3
Russian: Beginner	FT,PT,DL,OL	3 Months	2,233	2,350	1,000	450x3
Russian: Intermediate	FT,PT,DL,OL	3 Months	2,233	2,350	1,000	450x3
Russian: Advanced	FT,PT,DL,OL	3 Months	2,233	2,350	1,000	450x3
French :Beginner	FT,PT,DL,OL	3 Months	2,233	2,350	1,000	450x3
French: Intermediate	FT,PT,DL,OL	3 Months	2,233	2,350	1,000	450x3
French: Advanced	FT,PT,DL,OL	3 Months	2,233	2,350	1,000	450x3
Portuguese: Beginner	FT,PT,DL,OL	3 Months	2,233	2,350	1,000	450x3
Portuguese: Intermediate	FT,PT,DL,OL	3 Months	2,233	2,350	1,000	450x3
Portuguese: Advanced	FT,PT,DL,OL	3 Months	2,233	2,350	1,000	450x3
Afrikaans: Beginner	FT,PT,DL,OL	3 Months	2,233	2,350	1,000	450x3
Afrikaans: Intermediate	FT,PT,DL,OL	3 Months	2,233	2,350	1,000	450x3
Afrikaans: Advanced	FT,PT,DL,OL	3 Months	2,233	2,350	1,000	450x3

<b>IT SHORT COURSES</b>						
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 and Digital Publishing	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	3,055	3,250	1,000	750x3
Computer Literacy: Intermediate	FT,PT,DL,OL	3 Months	3,055	3,250	1,000	750x3
Computer Literacy: Advanced	FT,PT,DL,OL	3 Months	3,055	3,250	1,000	750x3

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

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

#### **CERTIFICATE NQF 4**

##### **Entry Requirements**

- a) Grade 12 with 18 Points in 5 subjects with an E in English.
- b) Grade 10 with 20 Points in 6 subjects with a pass (F) in English.
- c) Those with fewer points than the above will have to do the foundation course before being enrolled. Prior learning and experience are considered.
- d) Mature Age Entry – 23 years plus 2 years working experience.

## **DIPLOMA NQF 5**

### **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 plus 2 years working experience are considered.

## **DIPLOMA NQF 6**

### **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.

## **BACHELORS & MASTERS**

### **Entry Requirements**

- a) Undergraduate Degrees, at least grade 12 with 25 points including a D in English and or a Diploma.
- b) Masters Degrees, at least a Degree and or an Advanced Diploma, Post Graduate Diploma.
- c) Two latest passport photos.
- d) Updated Resume.
- e) Proof/Certificate of work experience.
- f) Filled in application form accompanied by a proof of payment for the form.

## **ADMISSION PROCEDURES FOR BACHELORS & MASTERS**

- a) Applicants are required to fill the application form and submit/post it to NSEA postal address.
- b) Fee payments can be done by any of our payment methods.
- c) Proof of payment for the application form on the form.
- d) Proof/Certificate of work experience.
- e) You may also seek admission by applying online: [www.natsoftacademy.com](http://www.natsoftacademy.com).

## **IMPORTANT**

- i. Registration fee (Non-refundable): **N\$ 1,000.00** (subject to change).
- ii. Late Registration fee (Non-refundable): **N\$ 1,250.00** (subject to change).
- iii. Upon the registration, the student will get a free NSEA golf T-shirt with his/her name on it.
- iv. The T-shirt sample can be viewed at our website: [www.natsoftacademy/samples.php?tshirt](http://www.natsoftacademy/samples.php?tshirt).
- v. Application form fee (Non-refundable): **N\$ 100.00** (subject to change).
- vi. Student Card fee (Non-refundable): **N\$ 55.00** (subject to change).
- vii. Payment terms are cash or installment plan.
- viii. Foreign students should pay at least **75%** of the course fees.
- ix. 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.
- x. The course fee will be increasing every year by an amount between **10% to 15 percent**.
- xi. Students are only allowed to attend classes after paying deposit, and all prices are in N\$.
- xii. Tuition fees are paid for course and do not take consideration of time.

- xiii. 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.
- xiv. **Tuition fees do not include textbooks or projects and practical fees**
- xv. **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](http://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.
- xvi. **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 diploma course
- xvii. **The academy reserves the right to change fees guide at any time without notice**
- xviii. **Interest on overdue accounts**
- A **15%** annual interest will be charged on all tuition accounts.
  - Monthly payment received after the **5<sup>th</sup>** of each month will attract a late fee charge of **10%** added to monthly payment.
- xix. **Please note that NSEA does not offer any financial assistance in the form of loans and/or bursaries.**
- xx. **All students will be provided with a Student Handbook and other policies that affect students upon registration and payment of tuition fees deposit.**
- xxi. **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.**
- xxii. **NB: Some courses are only offered either on certificate, diploma or level.**

**METHOD OF PAYMENT**

<b>PERSONALLY AT</b>	<b>BANK DEPOSIT</b>
Administration Office National Software Engineering Academy Independence Avenue, CBD, Windhoek, Namibia Capital Centre Building, 8 <sup>th</sup> Floor	<b>Bank</b> :Bank Windhoek <b>Account Name</b> :National Software Engineering Academy <b>Account No</b> :8003546576 <b>Branch</b> :Capricorn <b>Branch Code</b> :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, 8<sup>th</sup> Floor

**Contact us:****Office**

**Telephone:** (+264) 61-234186

**Fax Number:** (+264) 61-234188

**Mobiles:** (+264) 81-377 972 1 / (+264) 81-635 485 1

**Website:** [www.natsoftacademy.com](http://www.natsoftacademy.com)

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