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## INTRODUCTION

Nampol College of Education which started as Nampol Vocational Training College has been in existence for the past fifteen (15) years. The institution has been offering certificate programmes in Business Studies, Tourism, Information Technology and early childhood teacher training. Recently, it has realigned and extended its scope of training to offer Certificate and Diploma teacher training courses with focus on early Childhood teacher training.

### Vision

To be the institution that will provide excellent early childhood education, professional education training and skill development to meet the current societal and economical needs.

### Mission

Nampol College of Education shall provide early childhood, professional educational training and skill development for excellence, produce competent professionals who will easily adapt to the vast technical changes, increased productivity and diversified economy of Botswana and the world as a whole.

### Values

- **BELIEF:** We believe that all students have equal opportunities to attain the highest level of achievement.
- **COMMITMENT:** Lifelong commitment to help students to be college and career ready.
- **ACCESS:** Provide an academically excellent and accessible education to all.
- **DIVERSITY:** Nurture an environment that embraces the diverse backgrounds, culture, ideas and perspective that contributes to reach high and quality learning experience.
- **COLLABORATION:** Cultivate academic excellence, business and community developmental partnerships that position the college as a premier choice for adult learning and teaching of high and quality education.
- **COLLEGIALITY:** A collegial, inviting and safe learning environment that emphasizes excellent teaching encouraging growth and rewarding academic achievement.
- **HONESTY:** Be honest and live with integrity.
- **RESPECT:** Value all people and seek to learn from their diverse experiences and knowledgeable perspectives.
- **INNOVATION AND AMBITION:** Through its leadership in teaching, service, research, recruitment, and international skills, the institution prepares professionals who will contribute substantially to the improvement of the lives of an increasing diverse group of individuals in our changing technological, complex and diverse society.
- **OUTSTANDING TEACHING SERVICE:** Efficient and able stewardship of the college. Outstanding teaching is dedicated to offering nationally accredited programs that are based on essential knowledge, sound practice, relevant research and realistic clinical training



## DIPLOMA PROGRAMME

### Early Childhood Education Teacher's Diploma – 2 Year

The Early Childhood Education Teachers' Diploma programme is expected to provide trainee teachers with an opportunity to acquire key competences, skills, values and positive attitudes that are useful in facilitating the learning of the young children. Early Childhood Education is vital to the development of the young children of the nation and is not an end in itself but a means to the end.

#### Entry Requirements

- BGCSE or its equivalent with three (3) credits and a pass in English. OR
- A Pass in any teaching certificate.

#### Program Structure

##### Year 1

##### Semester 1

- IT Applications
- Language Development and Communication Skills
- Child Psychology and Education Psychology
- Sociology of Early Childhood Education

##### Semester 2

- Research Methods in Early Childhood Education
- Early Childhood Curriculum
- History and Philosophy of Early Childhood Education
- Special Needs Education Guidance and Counselling

##### Year 2

##### Semester 1

- Health, Environmental Science and Pre-Mathematics
- Creative and Expressive Activities
- Production of Teaching and Learning Aids
- Dissertation

##### Semester 2

- Teaching Practice (preparation & review)
- Organization Management and Administration
- Entrepreneurship
- Parenting, Child Protection and Teaching Children in Early Childhood Education



## CERTIFICATE PROGRAMMES

### National Certificate in Early Childhood Education – 1 Year

An NQCF level 5 programme designed to train Preschool Teachers. This course will provide trainee teachers with the requisite knowledge, skills and attitudes to be applied in the teaching and management of Early childhood Education Centre.

#### Entry Requirements

- BGCSE or equivalent with 3 passes. OR
- JC with 5 passes including English and Mathematics and minimum of 2 years industrial experience.

#### Program Structure

##### Semester 1

- Production of Teaching & Learning Aids
- Communication and Information Technology
- Education Organization and Management
- Creative and Expressive Activities

- Teaching Practice

##### Semester 2

- Language Development
- Child Psychology
- Preschool mathematics
- Health and Environmental Sciences

### Certificate in Teacher Training and Assessment – 1 Year

This programme is intended to give graduates in any field the opportunity to become teachers. It is tailor made to equip prospective students with teaching skills from lesson preparation, lesson execution, assessment of learning outcomes as well as enabling them the ability to teach in their various discipline.

#### Entry Requirements

- Diploma & above in any field

#### Program Structure

- Teaching in the discipline
- Teaching in an IT environment
- Teaching methods and techniques
- Lesson preparation and assessing learning
- Teaching quality standards and enhancement
- Teaching practice



## Certificate in Automotive Mechanics – 1 Year

This programme is intended to equip junior mechanics with abilities, knowledge, skills, attitudes and values responsive to the needs and requirements of Botswana society and its industry. At the end of the programme, junior mechanic should be able to inspect vehicle systems and prepare a report and to identify all systems' components and their functions.

### Entry Requirements

- BGCSE or equivalent and passes @ JC with D. OR
- Minimum of 2-years industrial experience.

### Program Structure

#### Semester 1

- Engine systems
- Chassis systems
- Mathematics and Science
- Communication and Information Technology

- Technical Drawing

#### Semester 2

- Portfolio
- Industrial Attachment (3 months)

## Certificate in Secretarial and Administration – 6 Months

This course will provide junior administrators with the requisite knowledge, skills and attitudes to be applied in business activities such as understanding how businesses are organized, knowledge on the functions of an office and how to work there safely, systems and procedures in use in an office and how to complete financial documents.

### Entry Requirements

- JC with 3 passes.

### Program Structure

#### Semester 1

- English for Business Communication
- IT Applications
- Office Skills
- Bookkeeping
- Customer Care
- Entrepreneurship
- Safety and Health at the Workplace

#### Semester 2

- Industrial Attachment



## Certificate in Human Resource Management - 6 Months

This course will provide junior managers with pre-requisite skills and knowledge required by employers in the dynamic work environment. The skills and knowledge will enable them to work in all areas of Human Resource Management both in the public, private and non-profitable enterprises.

### Entry Requirements

- BGCSE or equivalent with 3 passes.

### Program Structure

#### Semester 1

- Principles of People Management
- Recruiting People into the Organisation
- Principles of Staff Development
- Dealing with Release Process
- Human Resource Remuneration

#### Semester 2

- Industrial Attachment

## Certificate in Business Management – 6 Months

This course will provide junior managers with pre-requisite skills and knowledge needed to ensure managerial and administrative efficiency in business and the competence to operate a profitable business entity.

### Entry Requirements

- BGCSE or equivalent with 3 passes inclusive English and Mathematics.

### Program Structure

#### Semester 1

- Economics of the Market
- Business Strategy and Planning
- Understanding the Market Environment
- Principles of Budget and Financial Information
- Understanding Functions and Roles within Business Organisation.

#### Semester 2

- Industrial Attachment



## Certificate in Computer Engineering – 6 Months

This course will provide junior engineers with pre-requisite skills and knowledge to design, implement, program, verify and analyse computer systems in this era of technological advancements.

### Entry Requirements

- BGCSE or equivalent with 3 passes.

### Program Structure

#### Semester 1

- The Computer
- Principles of ICT Systems and Data Security
- Customer Care
- Introduction to Networking

- Personal Computer Hardware Support

#### Semester 2

- Industrial Attachment

## Certificate in Business Information Systems – 6 Months

This course provides junior managers skills and knowledge on how information is generated, communicated, stored and applied to a range of business activities. The skills and knowledge to be needed to apply technical solutions to business problems with an understanding of information systems design, management and development.

### Entry Requirements

- BGCSE or equivalent with 2 credits.

### Program Structure

#### Semester 1

- Introduction to Accounting
- Introduction to Business
- Introduction to World of Computers
- IT Application and Skills

#### Semester 2

- Industrial Attachment



## Certificate in Dressmaking and Fashion Design – 1 Year

This course will provide prospective designers with pre-requisite skills and knowledge about the different types of fabric and their required care, how to use sewing machines and ways to alter and embellish clothing. Moreover, it will enable learners to develop their own designs for a garment through research and experimentation with different media.

### Entry Requirements

- BGCSE or equivalent and a pass @ JC with D OR Minimum of 2-years industrial experience.

### Program Structure

#### Semester 1

- Design for Craft
- Tailoring

#### Semester 2

- Portfolio
- Industrial Attach

## Certificate in Travel, Tourism and Hospitality – 1 Year

This study programme will provide graduate with the requisite knowledge, skill and attitudes to be applied in the hotel business and industry, such as an understanding of how to run and manage a travel and tourism business agent. The graduates will also be equipped with the knowledge and skill to manage a catering service business, and all its relevant documentation.

### Entry Requirements

- BGCSE or equivalent and a pass @ JC with D OR Minimum of 2-years industrial experience.

### Program Structure

#### Semester 1

- Introduction to Business
- Introduction business Communication

#### Semester 2

- Introduction to Accounting
- Travel, tourism and Hospitality





## MODULAR COURSES

### Entry Requirements

No prior qualification

The modular courses are tailor made to meet the needs and demands of the prospective students and the industry in line with the accredited module. Each modular course is expected to run for a **minimum of one month and a maximum of three months'** tailor made to the needs of the prospective students. For further information, contact the Assessment Manager:

MODULAR COURSE	LEVEL	DURATION
1. Word Processing	1	2 Weeks
2. Data Processing	1	2 Weeks
3. Spreadsheet	1	2 Weeks
4. Introduction to Business	3	1 Month
5. Introduction to Business	2	1 Month
6. Introduction to Business Communication	3	2 Months
7. Introduction to Business Accounting	3	2 Months
8. Introduction to Cost and Management	3	2 Months
9. The Computer	2	1 Month
10. Introduction to Management	2	1 Month
11. Small Business Systems	2	1 Month
12. Introduction to Networking	2	1 Month
13. Personal Computer Hardware Support	2	1 Month
14. Business Management	3	2 Months
15. Accounting	3	2 Months
16. Quantitative Methods	3	2 Months
17. Word Processing	2	1 Month
18. Spreadsheet Techniques	2	1 Month
19. Practical Data Processing	2	1 Month
20. Office Procedure	2	1 Month
21. Computerised Accounts	2	1 Month
22. Introduction to Accounting	2	1 Month
23. Introduction to a World of Computers	2	1 Month



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<b>EARLY CHILDHOOD EDUCATION MODULAR COURSES</b>	<b>LEVEL</b>
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- |  |   |
|--|---|
| 1. Communication Studies                         | 3 |
| 2. Child Psychology                              | 3 |
| 3. Early Childhood Education Teaching<br>Methods | 3 |
| 4. Organisation & Management                     | 3 |
| 5. Language Development                          | 3 |
| 6. Creative & Expressive Activity                | 3 |
| 7. Production of teaching & learning Aids        | 3 |
| 8. Pre-Mathematic                                | 3 |
| 9. Health & Environmental science                | 3 |
| 10. Teaching Practice                            |   |
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<b>Automotive Mechanics MODULAR COURSES</b>	<b>LEVEL</b>
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- |  |   |
|--|---|
| 1. Engine systems                              | 3 |
| 2. Chassis systems                             | 3 |
| 3. Mathematics and Science                     | 3 |
| 4. Communication and Information<br>Technology | 3 |
- 

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<b>Secretarial and Administration MODULAR COURSES</b>	<b>LEVEL</b>
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- |                                       |   |
|---------------------------------------|---|
| 1. English for Business Communication | 3 |
| 2. IT Applications                    | 3 |
| 3. Office Skills                      | 3 |
| 4. Bookkeeping                        | 3 |
| 5. Customer Care                      | 3 |
| 6. Entrepreneurship                   | 3 |
| 7. Safety and Health at the Workplace | 3 |
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## Human Resource Management LEVEL

### MODULAR COURSES

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- |  |   |
|--|---|
| 1. Principles of People Management         | 3 |
| 2. Recruiting People into the Organisation | 3 |
| 3. Principles of Staff Development         | 3 |
| 4. Dealing with Release Process            | 3 |
| 5. Human Resource Remuneration             | 3 |
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## Business Management LEVEL

### MODULAR COURSES

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- |  |   |
|--|---|
| 1. Economics of the Market   | 3 |
| 2. Business Strategy and Planning                                  | 3 |
| 3. Understanding the Market Environment                            | 3 |
| 4. Principles of Budget and Financial Information                  | 3 |
| 5. Understanding Functions and Roles within Business Organisation. | 3 |
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## Dressmaking and Fashion LEVEL

### Design MODULAR COURSES

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- |                     |   |
|---------------------|---|
| 1. Design for Craft | 3 |
| 2. Tailoring        | 3 |
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## Travel, Tourism and LEVEL

### Hospitality MODULAR COURSES

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- |                                    |   |
|------------------------------------|---|
| 1. Introduction to Accounting      | 3 |
| 2. Travel, tourism and Hospitality | 3 |
-



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## Early Childhood Education Teacher's Diploma MODULAR COURSES

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1. IT Applications
  2. Language Development and Communication Skills
  3. Child Psychology and Education Psychology
  4. Sociology of Early Childhood Education
  5. Research Methods in Early Childhood Education
  6. Early Childhood Curriculum
  7. History and Philosophy of Early Childhood Education
  8. Special Needs Education Guidance and Counselling
  9. Health, Environmental Science and Pre-Mathematics
  10. Creative and Expressive Activities
  11. Production of Teaching and Learning Aids
  12. Dissertation
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## STUDENT ADMISSION PROCEDURES

### 1. Requirements for admission for a Nampol Programme

Programme	Duration	Level	Requirements
<b>Certificate programs</b>	1 Year	5	<ul style="list-style-type: none"><li>• Minimum of Junior Certificate with 5 passes include D in English and Mathematics.</li><li>• Mature entry: two years' experience in a specified field for those who do not meet the criterion above.</li></ul>
<b>Diploma in Early Childhood Education</b>	2 Years	6	<ul style="list-style-type: none"><li>• Minimum of five (5) 'O' level (BGCSE) Three Credits, passes in English. Or A pass in any teaching certificate</li></ul>
<b>Certificate in Teacher Training, and Assessment</b>	1 Years	5	<ul style="list-style-type: none"><li>• Diploma &amp; above in any field.</li></ul>

TABLE 1. ENTRY REQUIREMENTS

## FEE STRUCTURE AND PAYMENT PROCEDURES

### 1.1 Tuition Fee Structure for Diploma Programmes

COURSE	Entry Qualifications	Enrolment Fee [Non-refundable]	Cash Fee	Terms	Deposit [Non-refundable]	Months	Instal	Exam FEES
<b>Diploma in Early Childhood Education</b>	BGSCE Three Credits Passes in Eng /Cert in any teaching certificate	P200	P22040	P23200	P1200	22	P1000	P600/su bje <b>c</b> t
<b>Certificate in Teacher Training, and Assessment</b>	Diploma & above in any field	P200	P9215	P9700	P1200	10	P850	P600/su bje <b>c</b> t

TABLE 2.FEE STRUCTURE AND PEYMENT PROCEDURES



### 2019-2020 FEE STRUCTURE-CERTIFICATE LEVEL

COURSE	Entry Qualification	Enrolment Fee [Non-refundable]	Cash Fee	Terms	Deposit [Non-refundable]	Months	Installments	Examination fee
<b>Human Resources Management</b>	3 Passes at BGCSE or equivalent.	P200.00	P3040.00	P3200.00	P200.00	6	P500.00	P3500.00
<b>Business Management</b>	3 Passes at BGCSE or equivalent.	P200.00	P3040.00	P3200.00	P200.00	6	P500.00	P3500.00
<b>National Certificate in Secretarial &amp; Administration</b>	JC with 3 passes	P200.00	P3040.00	P3200.00	P200.00	6	P500.00	P2500.00
<b>National Certificate in Automotive Mechanics</b>	BGCSE or equivalent and a pass @ JC with D OR Minimum of 2-years industrial experience	P200.00	P7315.00	P7700.00	P1200.00	10	P650.00	P2500.00
<b>Modular courses</b>	No prior qualification	P200.00	P1000.00	N/A	N/A	1	N/A	N/A
<b>Certificate in Dressmaking &amp; Fashion design</b>	BGCSE or equivalent and a pass @ JC with D OR Minimum of 2-years industrial experience	P200.00	P7315.00	P7700.00	P1200.00	10	P650.00	P2500.00
<b>National Certificate in Early Childhood</b>	BGCSE or equivalent with 3 passes or JC with 5 passes including Eng & Maths & minimum of 2-years industrial experience	P200.00	P6935.00	P7300.00	P800.00	10	P650.00	P350/subject (P2800)
<b>Certificate in Computer Engineering</b>	3 Passes at BGCSE or equivalent.	P200.00	P3040.00	P3200.00	P200.00	6	P500	P3500.00



TABLE 3. TUITION FEE STRUCTURE FOR DIPLOMA PROGRAMMES

<ul style="list-style-type: none"><li>• Replacement of Certificate</li></ul>	P850,00
<ul style="list-style-type: none"><li>✓ Human Resource Management</li><li>✓ Business Management</li></ul>	
<ul style="list-style-type: none"><li>• Replacement of local Certificate</li></ul>	P550.00
<b><u>REFERRED STUDENTS</u></b>	
<ul style="list-style-type: none"><li>• Continuing students.(failed to write examination)</li></ul>	P350.00/Month
<ul style="list-style-type: none"><li>• Revision</li></ul>	P150.00/Unit/Month
<ul style="list-style-type: none"><li>• External students(Examination)</li></ul>	P800.00/Unit
<b><u>GRADUATION INCLUSIVE OF LUNCH</u></b>	
<ul style="list-style-type: none"><li>• Purchased gown from centre</li></ul>	P1100.00
<ul style="list-style-type: none"><li>• Hired gown from centre</li></ul>	P500.00
<ul style="list-style-type: none"><li>• Own gown</li></ul>	P300.00



## ACADEMIC CALENDAR – 2019

		Semester 1
Month	Date	Event
January	Tuesday-01-2019	New Year's day
	Thursday-03-01-2019	College Opens
	Tuesday-08-01-2019	Returning students open school
	Tuesday-15-01-2019	Opening of school-Jan,2019 intake(Certificate)/Orientation takes 4 days
	Saturday- 19-01-2019	Orientation(Saturday Students- January 2019)
February	Tuesday-05-02-2019	Diploma Students Open School(Jan/Feb 2019 Intake)/Orientation takes 4 days
	Tuesday-26-02-2019	End of Recruitment-Cert & Diploma (Jan intake 2019)
March		
April	Monday- 15-04-2019	Recruitment for June Intake start(Cert & Diploma)
	Friday-19-04-2019	Centre Break - Good Friday
	Monday-22-04-2019	Centre Break – Easter Monday
	Tuesday-23-04-2019	Centre Break
	Wednesday-24-04-2019	Centre Break
	Thursday-25-04-2019	Centre Break
	Friday-26-04-2019	Centre Break
	Monday-29-04-2019	Lesson Resume- All Classes
May	Wednesday-01-05-2019	Labour day
	Thursday-05-2019	Ascension day



June		
	Monday-24-06-2019	June Intake 2018 Final Exam
<b>Semester 2</b>		
July	Monday-01-07-2019	Sir Seretse Khama Day
	Tuesday-02-07-2019	June, 2019 Intake Opens ( Cert & Diploma) / Orientation
	Monday-15-07-2019	President's Day
	Tuesday-16-07-2019	President's day holiday
August	Friday- 02-08-2019	Recruitment for June Intake ends (Cert & Diploma)
	Monday- 05-08-2019	Sept, 2019 Recruitment Start (Cert)
September	Tuesday-10-09-2019	Sept,2019 Intake Opens / Orientation takes 4 days
	Monday-16-09-2019	Class for Sept Intake Starts (Cert)
	Monday-30-09-2019	Botswana day
October	Tuesday-01-10-2019	Botswana day holiday
	Friday-11-10-2019	Recruitment Sept Intake End (Cert)
	Monday-21-10-2019	Recruitment for Jan 2020 begins (Cert & Diploma)
November		
	Monday-25-11-2019	Final Exams ( Jan, 2019) takes 5 days
December	Friday-14-12-2019	Dinner Party
	Monday-23-12-2019	All Staff close
	wednesday-25-12-2019	Christmas Day



## COLLEGE TIME TABLE

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### Summer - Training

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Report:	06:30 (Classes start at: 07:00)
Tea break:	09:00 to 09:30
Lunch:	12:30 to 13:30
Afternoon:	13:30 to 14:30
Night school:	17:00 to 19:15
<b>Saturday:</b>	
Report:	7:30( Classes start at 08:00 to 13:00)

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### WINTER - TRAINING

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Report:	07:30 (Classes start at: 08:00)
Tea break:	10:00 to 10:30
Lunch:	13:30 to 14:30
Afternoon:	14:30 to 15:30
Night school:	17:00 to 19:15
<b>Saturday:</b>	
Report	08:00(Classes starts at 08:30 to 13:30)

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