



2022 PROSPECTUS

Nurturing Innovative Minds



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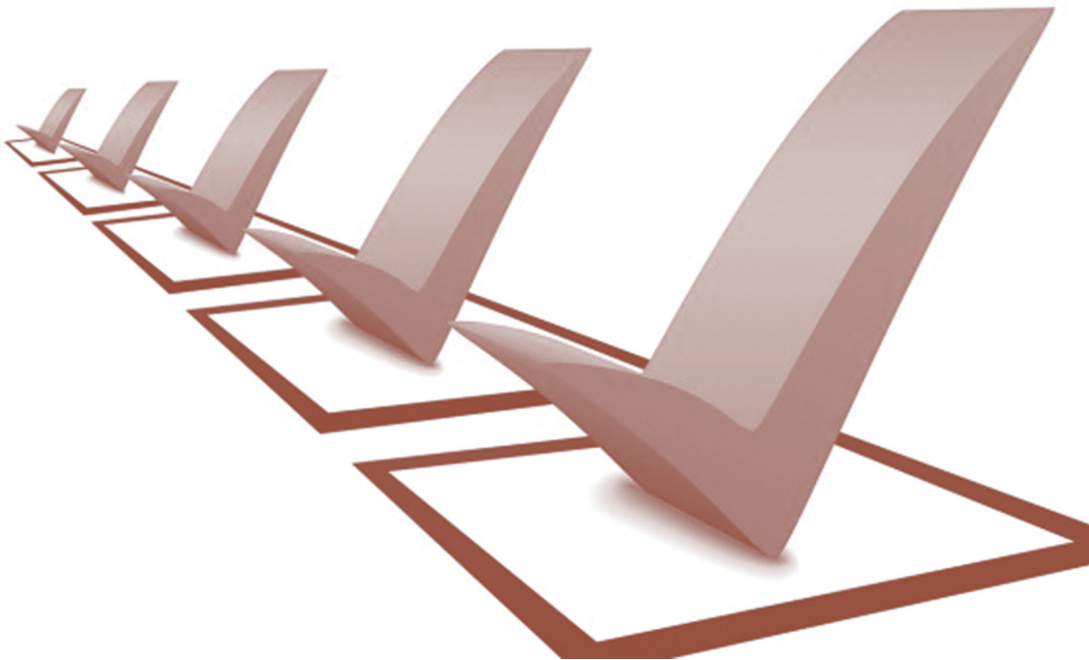
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ABOUT US

Global Edge Training Institute (GETI) is a Namibian owned and registered training institute established in 2016. The institute intend to establish itself as one of the leading research and learning centers in the decades to follow. GETI is committed to improve its capacity by continuously investing in infrastructure and technology with the intention of establishing a vibrant and supportive intellectual environment

We remain fully committed to delivering quality training, using highly qualified lecturers with extensive experience and knowledge in their respective fields. GETI believes that it is through education that we can build visionary future leaders, stir economic growth and eradicate poverty.

GETI is also a key player in corporate training & capacity building programs targeting Government Institutions, Parastatals, Private Companies, NGO's & individuals to enhance employee performance at all organizational levels and align personnel with the 21st century work environments.

OUR VISION

To be a global key player in providing quality education, skills development, capacity building and research which drive socio-economic development

OUR MISSION

- To establish strategic partnerships that will drive efficient provision of affordable education and training, covering in Namibia and global communities.
- To provide a vibrant and supportive intellectual environment that produces innovative graduates and future leaders
- To enhance lives of both students and staff members

CORE VALUES

- i. Excellence
- ii. Institutional Culture
- iii. Continuous Improvement
- iv. Teamwork

OUR PROGRAMMES

CERTIFICATE PROGRAMMES (NQF LEVEL 5)

FACULTY OF HEALTH & EDUCATION	
PROGRAMME CODE	PROGRAMME
HEDU001	Certificate in Medical Billing & Coding
HEDU002	Certificate in Medical Office Administration
HEDU003	Certificate in Early Childhood Development
HEDU004	Certificate in Health Information Management
FACULTY OF BUSINESS & ACCOUNTING	
BACC001	Certificate in Logistics and Supply Chain Management
BACC002	Certificate in Accounting

CERTIFICATE IN MEDICAL BILLING & CODING

Description of the Qualification

The purpose of this programme is to equip students with the knowledge of medical billing and medical coding. This programme is significant to Namibia because it contains key areas that are of essence, firstly in terms of NSFAF priority fields of study for academic year 2021-2025 and secondly by satisfying the goals of the Republic of Namibia's policy framework for long term national development as enshrined in the country's Vision 2030, Articles 3.2 and 3.3 on improving people's quality of life and health and development respectively. The programme will allow learners to correctly code and process healthcare claims and thus providing error free billing for accurate re-imbursements to both insurance companies and health providers leading to health affordability.

Core Modules

Semester 1

HISN-21: Health Information Systems in Namibia

MBCT-21: Introduction to Medical Billing & Coding Terminology

HIPN-21: Health Insurance & Plans in Namibia

EIHC-21: Ethical issues in Healthcare

LAHR-21: Legal Aspects of Health Insurance & Reimbursement

Semester 2

FUMB-21: Fundamentals of Medical Billing

ICPT-21: Introduction to Medical Coding in CPT

IMCD-21: Introduction to Medical Coding in ICD 10

PPMB-21: Professional Practice in Medical Billing & Coding

Admission Criteria

- A minimum of 20 points in relevant 6 subjects at NSSCO, Cambridge or equivalent.
- The candidate will be required to have a pass in Biology and English as a first or second language.
- Any relevant vocational qualification at NCQF Levels 4 in medical billing and coding may render the candidate eligible for exemptions or credit transfer in accordance with applicable policies.

CERTIFICATE IN MEDICAL OFFICE ADMINISTRATION

Description of the Qualification

The purpose of this programme is to equip students with the knowledge of medical office administration. This programme is significant to Namibia because it contains key areas that are of essence, firstly in terms of NSFAF priority fields of study for academic year 2021-2025 and secondly by satisfying the goals of the Republic of Namibia's policy framework for long term national development as enshrined in the country's Vision 2030, Articles 3.2 and 3.3 on improving people's quality of life and health and development respectively.

Core Modules

Semester 1

MAD1-21: Medical Office Administration 1

MEDT-21: Medical Terminology

EIHC-21: Ethical issues in Healthcare

HCDS-21: Health Care Data Standards

HEST-21: Healthcare Statistics

HETC-21: Healthcare Communication Skills

Semester 2

MAD2-21: Medical Office Administration 2

FEHR-21: Fundamentals of Electronic Health Records (EHR) Management

PPMA-21: Professional Practice in Medical Office Administration

Admission Criteria

- A minimum of 20 points in relevant six subjects at NSSCO, Cambridge or equivalent.
- The candidate will be required to have a pass in Mathematics, Biology and English as a first or second language.
- Any relevant vocational qualification at NCQF Levels 4 in medical billing and coding may render the candidate eligible for exemptions or credit transfer in accordance with applicable policies.

CERTIFICATE IN HEALTH INFORMATION MANAGEMENT

Description of the Qualification

The purpose of this programme is to equip students with the knowledge of health information management. Several studies have been conducted in Namibia particularly in Health Information Systems needs analysis and the challenges besetting these systems. The purpose of this programme is to provide a rich entry level qualification into the study of health information management in Namibia by examining the health information management systems that are currently in use in the country

Core Modules

Semester 1

HISN-21: Health Information Systems in Namibia

INMT-21: Introduction to Medical Terminology

COSS-21: Communication & Study Skills

HIM1-21: Health Information Management 1

LAHR-21: Legal Aspects of Healthcare

Semester 2

HIM2-21: Health Information Management 2



EIHC-21: Ethical issues in Healthcare

IMCD-21: Introduction to Medical Coding in ICD 10

PPHI-21: Professional Practice in Health Information Management

Admission Criteria

- A minimum of 20 points in relevant 6 subjects at NSSCO, Cambridge or equivalent.
- The candidate will be required to have a pass in Biology and English as a first or second language.
- Any relevant vocational qualification at NCQF Levels 4 in health information management may render the candidate eligible for exemptions or credit transfer in accordance with applicable policies.

CERTIFICATE IN EARLY CHILDHOOD DEVELOPMENT

Description of the qualification

The purpose of this programme is to equip students with the knowledge of early childhood development (ECD). This programme is significant to Namibia because it contains key areas that are of essence, firstly in terms of NSFAP priority fields of study for academic year 2021-2025 and secondly by satisfying the goals of the Republic of Namibia's policy framework for long term national development as enshrined in the country's Vision 2030 which requires Namibian children aged 0 to 6 years an opportunity for early childhood development

Core Modules

Semester 1

IECD-21: Introduction to Early Childhood Development

EVAS-21: Evaluation & Assessment

INCT-21: Introduction to Computers

IEDU-21: Inclusive Education in ECD

NKSK-21: Numeracy and Knowledge Skills

LBAL-21: Language Basics & Literacy

Semester 2

ISED-21: Introduction to Social & Emotional Development

HSAN-21: Health, Safety & Nutrition

QFEC-21: Quality Frameworks in ECD Education

PPEC-21: Professional Practice in Early Childhood Development

Admission Criteria

- A minimum of 20 points in relevant six subjects at NSSCO, Cambridge or equivalent.
- The candidate will be required to have a pass in English as a first or second language.
- Any relevant vocational qualification at NCQF Levels 4 in ECD with a minimum of two years relevant working experience may render the candidate eligible for exemptions or credit transfer in accordance with applicable policies.

CERTIFICATE IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Description of the Qualification

The purpose of the Certificate in Logistics and Supply Chain Management is to produce graduates who can manage logistics and supply chain related tasks effectively and efficiently for business competitiveness in both public and private sectors in Namibia. Additionally, the study area of Supply Chain and Logistics is covered in the disciplines of Port Operations and Transportation, Warehousing and Logistics as NSFAF priority funding areas. A unique selling point for this programme is the practical application of logistics and supply concepts through a 300-hour professional practice.

Core Modules

Semester 1

LSCM-21: Introduction to Logistics & Supply Chain Management

FAC1-21: Financial Accounting 1

FUTM-21: Fundamentals of Transport Management

POMM-21: Principles of Marketing Management

COSS-21: Communication & Study Skills

INCO-21: Introduction to Computers

Semester 2

TREC-21: Transport Economics

BCAC-21: Basic Cost Accounting

GLSC-21: Global Logistics and Supply Chain Management Systems

PPLS-21: Professional Practice in Logistics and Supply Chain Management

Admission Criteria

- A minimum of 20 points in relevant six subjects at NSSCO, Cambridge or equivalent.
- The candidate will be required to have a pass in English as a first or second language.
- Any relevant vocational qualification at NCQF Levels 4 in Logistics and Supply Chain Management with a minimum of two years relevant working experience may render the candidate eligible for exemptions or credit transfer in accordance with applicable policies.

CERTIFICATE IN ACCOUNTING

Description of the Qualification

The purpose of this programme is to equip students with the foundation knowledge of accounting. The certificate in accounting will provide foundation knowledge to students who are interested in starting a career in accounting or beginning an advanced study in the field. The proposed qualification provides a foundation to work in entry-level positions such as bookkeeper, accounting clerk or ledger clerk. Holders of this qualification will ensure the accuracy of a business's financial records, while maintaining prudent accounting practices.

Core Modules

Semester 1

COSS-21: Communication & Study Skills

INCO-21: Introduction to Computers

FAC1-21: Financial Accounting 1

CLAW-21: Company Law

INMI-21: Introduction to Microeconomics

BMST-21: Business Mathematics & Statistics

Semester 2

BAUD-21: Basic Auditing

CACC-21: Computerized Accounting

PPRA-21: Professional Practice in Accounting

Admission Criteria

- A minimum of 20 points in relevant six subjects at NSSCO, Cambridge or equivalent.
- The candidate will be required to have a pass in English as a first or second language and Mathematics.
- Any relevant vocational qualification at NCQF Levels 4 in Accounting with a minimum of two years relevant working experience may render the candidate eligible for exemptions or credit transfer in accordance with applicable policies

PROFESSIONAL SHORT COURSES

FACULTY OF BUSINESS & ACCOUNTING		
Programme Code	Programme	Duration
CLSCM - 001	Certificate in Logistics and Supply Chain Management	3 months
CA – 002	Certificate in Accounting	3 months
CDM – 003	Certificate in Digital Marketing	3 months
FACULTY OF HEALTH & EDUCATION		
CPA – 001	Certificate in Pharmacy Assistant	3 months
CPA – 002	Certificate in Health Information Management	3 months
CAN – 003	Certificate in Nursing Assistant	3 months
CMOD – 004	Certificate in Medical Office Administration	3 months
AECD – 005	Certificate in Early Childhood Development	3 months
CMBC – 006	Certificate in Medical Billing and Coding	3 months
CG – 007	Caregiver Certificate	3 months

Mode of study

- Online
- Distance
- Full time
- Part time



Admission Criteria

- Grade 10 – 12 Certificate
- Read & Write English

CORPORATE TRAINING

Global Edge Training Institute has a passion for excellence and operates under the highest of business and ethical standards. Our leading-edge training courses provide business professionals with the skills they need to develop their competency, improve their performance, and drive business success. Our talented team of trainers has exceptional credentials complemented by practical, real-world experience. Our clients' changing needs drive the planning and development of each and every training course and seminar. We're continuously tracking the latest business trends and best practices to ensure our content is relevant, practical and useful.

The certificate programs are developed by Global Edge Training Institute personnel. Upon completion, participants obtain a competency certificate from our organization.

Participants can choose from the following training formats:

- i. Self-paced E-learning
- ii. Virtual Instructor-led training
- iii. On-site Group Trainings

EMPLOYABILITY SKILLS PROGRAMME

We assist our graduates to become more employable in the 21st century workplaces. The students are practically guided on honing such skills that are necessary for career success at all levels of employment and for all levels of education.

Our team of professionals continuously explores skills currently needed for employment. With our expertise gained for so many years from conducting corporate training for both public and private companies, we have knowledge on what employers seek from their employees to make sure they are productive.

Job specific technical qualifications/skills in a given field are no longer sufficient as employers increasingly demand candidates that can fill interdependent jobs and can deal with increasing pressures at work. A blend of qualifications, technical expertise, soft skills and human relations ability are therefore important to be attractive to employers and to be competitive in the job market.



Visit our website for more information on entry requirements and application procedures: www.globalinsti.com

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