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LEAD WITH CONFIDENCE.**



# CERTIFICATE IN OFFICE ADMINISTRATION AND MANAGEMENT

## PROGRAMME PURPOSE

The Certificate in Office Administration and Management prepares learners for administrative, customer service, office coordination, and executive support roles within public institutions, private companies, NGOs and SMEs operating in Namibia.

## PROGRAMME DELIVERY MODEL

- Mode of Delivery:** Face-to-Face and Virtual (Hybrid Option Available)
- Schedule:** Monday – Thursday from 5pm – 7pm
- Programme Duration:** 6 Months (24 Weeks)
- Start Date:** 03 August 2026
- Delivery Period:** August 2026 – January 2027
- Completion Date:** 29 January 2027
- Total Contact Hours:** Approximately 192 Hours per Programme

**Registration Deadline:**  
**21 July 2026**

## PROGRAMME LEARNING OUTCOMES

Upon successful completion of the programme, learners will be able to:

- ✓ Manage office operations efficiently.
- ✓ Communicate professionally in business environments.
- ✓ Deliver excellent customer service.
- ✓ Implement records and document management systems.
- ✓ Utilise office technologies effectively.
- ✓ Demonstrate professional workplace etiquette.
- ✓ Coordinate teams and office activities.
- ✓ Apply workplace compliance and administrative procedures.

## ADDRESS:

Sunshine Private College  
Erf 673 & 676, 22 & 24 Schweitzer Street,  
Windhoek West, Windhoek, Namibia  
P.O. Box 40529, Ausspannplatz  
Windhoek, Namibia

Tel. +264 61 221 805 or +264 81 288 5258  
 Email: registrar@sunshine.edu.na

## TARGET GROUP

This programme is designed for:

- Administrative Assistants & Office Clerks.
- Receptionists and Front Office Personnel.
- Executive Assistants & Personal Assistants.
- Secretaries in public and private organisations.
- Customer Service Representatives.
- Office Coordinators and Administrative Officers.
- School leavers seeking office administration careers.
- Job seekers wishing to improve employability.
- Employees transitioning into administrative roles.
- Staff in ministries, municipalities, schools, NGOs & corporate organisations.
- Small business owners managing their own administration.
- Individuals seeking practical office technology and administration.

## RECOMMENDED ENTRY REQUIREMENTS

- ✓ Grade 11/12
- ✓ Mature Entry 23+ years & Grade 10 Certificate or equivalent.
- ✓ Basic English literacy and numeracy skills.
- ✓ No prior business experience required.

## FEES

Registration fee:  
**\$500**  
(non-refundable)

Fees:  
**\$800**  
per month



**ENROL NOW!**  
START YOUR JOURNEY TO A  
SUCCESSFUL CAREER.

*Virtue, Knowledge, Perseverance, Your Future.*