

NEW SHORT COURSE



# MICROSOFT OFFICE CERTIFICATE FOR TEACHERS & ADMINISTRATORS

Gain practical computer skills and boost your productivity with Microsoft Office applications widely used in education and administration.



## COURSE MODULES



### MS WORD

Create, format and manage documents professionally.



### MS EXCEL

Work with data, formulas, tables and charts efficiently.



### MS POWERPOINT

Design engaging presentations with confidence.



### MS PAINT

Create and edit images with ease.



### MS ACCESS

Manage databases and organize information effectively.



CLASSES START ON

**03 AUGUST 2026**



REGISTRATION DUE DATE

**15 JULY 2026**



REGISTRATION FEE

**N\$ 500**



MONTHLY PAYMENT

**N\$ 800**



DURATION

**3 MONTHS**



CERTIFICATE

Earn a Microsoft Office Certificate upon successful completion.

## WHY CHOOSE THIS COURSE?

- ✓ Practical, hands-on training
- ✓ Improve efficiency and productivity
- ✓ Ideal for teachers & administrators
- ✓ Enhance lesson preparation and presentations
- ✓ Globally recognized Microsoft Office skills

# ENROLL TODAY!

*Upgrade your skills. Advance your career.*

**EMPOWER YOUR FUTURE  
WITH MICROSOFT OFFICE!**



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**OUR COLLEGE LOCATION**

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