

DURATION AND MODE OF STUDY

One (1) year, full time

WHO SHOULD APPLY FOR THIS PROGRAM

Anyone who meets the minimum admission requirements stipulated below, male or female and who have a passion for office administration.

MINIMUM ADMISSION REQUIREMENTS

The prospective student must have completed Office Administration NQF Level 3

Why choose us?

Industrial Attachment

Experienced Lectures

Safe Environment

Flexible Learning

Get in touch!

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Extension 6, Okahandja,
Namibia



CERTIFICATE IN
OFFICE
ADMINISTRATION
NQF LEVEL 4



Symanek
Training Academy

**Information
Brochure**

*What Our School Has to
Offer!*

Open Enrollment



“**Education is not the filling of a pail, but the lighting of a fire.**”

FEES AND PAYMENT STRUCTURE

Payment method:

- The upfront payment for all students, payable upon registration, includes: -
- Bank deposit only, no cash payments will be accepted at the office. Please provide the office with the bank deposit slip as proof of payment.
- Use your Student Number as Reference on the bank deposit slip when you are making payments
- Application fee: N\$ 200.00 (Non-refundable)

- Tuition fee: N\$ 13,700.00, year one (1), payable in cash or instalments.
- Maintenance fee: N\$ 1500.00
- Assessment fee: N\$ 500.00
- T-Shirt with school logo: N\$ 300.00
- Student card: N\$ 170.00
- Registration fee: N\$ 2,500.00 (Non-refundable)

For further information, please visit or contact the office during working hours at your convenience, or call 085 211 6682 or email us at: admin@symanekacademy.com

PURPOSE OF OFFICE ADMINISTRATION

- The purpose of the Certificate in Office Administration is to provide the learner with knowledge and skills required to gain theoretical and practical understanding of the context and strategies relevant to basic administrative and office processes, within a business or associated environment
- In today's competitive job market, acquiring the right skills and knowledge is essential to stand out from the crowd and secure promising career opportunities. One such pathway to professional growth and success is through an office administration course. With its comprehensive curriculum and practical focus, an office administration course equips individuals with the necessary skills to excel in administrative roles across various industries.
- An office administration course provides learners with a versatile skill set that can be applied to a wide range of administrative positions. From mastering essential computer skills to honing effective communication and organization abilities, this course covers the fundamental competencies needed to excel in administrative roles. Proficiency in office software, data management, scheduling, record-keeping, and customer service are just a few of the valuable skills you can acquire.