



SEYCHELLES BUSINESS STUDIES ACADEMY In-service courses

The Seychelles Business Studies Academy will be offering the following part-time courses in 2019:

Certificate in Office Administration (18 months)

SEMESTERS	UNIT	DURATION	FEES
1 of 3	Academic Skills Business Statistics Business Communication Word Processing Practical Work Portfolio	6 months	SR7300
2 of 3	Book-Keeping & Accounts Customer Service Business Studies Practical Work Portfolio	6 months	SR 7000
3 of 3	Spreadsheet Software Office Procedures Business French Practical Work Portfolio	6 months	SR 7000

Fees are inclusive of training, registration & assessments.

Every Thursday 08.00 am – 05.00 pm

Candidates interested in joining the above course please attend an induction day on **Monday 15th July at 10.30am** to obtain further information.

For further information please contact: Tel: 4371188 Ext 118 or Email: info@sbsa.edu.sc

Visit us on www.sbsa.edu.sc