

# **Seychelles Business Studies Academy**

## **Certificate in Office Administration**

### **Part-Time**

### **Information Note**



### **Programme Objective:**

To empower learners to cope with the different challenges of the work field through acquisition of skills and competencies that will help boost their confidence and ensure delivery of quality work.

### **Duration**

18 months - 3 Semesters

Semester 1: February 2021 – August 2021

Semester 2: August 2021 - December 2021

Semester 3: February 2022 – August 2022

Classes are held one day per week on Tuesdays from 0800 am to 0400 pm.

### **Modules**

#### **Semester 1**

Academic Skills  
Business Communication  
Business Studies  
Bookkeeping & Accounts

#### **Semester 2**

Office Procedures  
Business French  
Word Processing Techniques

#### **Semester 3**

Customer Service  
Business Statistics  
Spreadsheet Techniques

**\*Practical Work Portfolio Evidence collection is ongoing during all 3 semesters.**

### **Fees (Including Registration, Course Materials & Delivery, Assessments & Examinations)**

Semester 1 SR 7300

Semester 2 SR 7000

Semester 3 SR 7000

Course content is delivered through the medium of English and French Language

**Induction date for registration will be communicated in January 2021.**

Should you require any additional information please do not hesitate to contact the Programme Leader:

**Mrs Deborah Drapcand**  
**Seychelles Business Studies Academy**  
**Anse Royale**  
**Mahe**  
**Office: 4371188**  
**Email: [d.drapcand@sbsa.edu.sc](mailto:d.drapcand@sbsa.edu.sc)**