

**SIMEON ADEBO STAFF DEVELOPMENT CENTRE
SECRETARIAT IBADAN**

Presents

**BASIC COURSE IN SECRETARIAL STUDIES
WITH COMPUTER APPRECIATION**

TARGET AUDIENCE

- ✓ Office Managers
- ✓ Confidential Secretaries
- ✓ Secretarial Assistants
- ✓ Young School Leavers



Course Fee: N40,000.00

Form Fee: N5,000.00

Duration: 9 Months

Date: 14th September 2020 – 11th June 2021

**Venue: Simeon Adebo Staff Development Centre
Secretariat, Ibadan**

Entry Requirement: Interested candidates should possess SSCE/WASC/GCE/NECO with at least 4 credits at one sitting or 5 credits at not more than 2 sittings including English Language. Application of candidates awaiting results will be considered pending the fulfillment of the minimum entry requirement for the course.

For further enquiries contact Mrs. S.O. Okedum on 08126526549

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