



**CERTIFICATE III
IN OFFICE MANAGEMENT &
ADMINISTRATION**
COURSE BROCHURE

Certificate III in Office Management & Administration

The Certificate III in Office Management & Administration is designed to train students at a professional level to perform a range of office administration functions based on the management knowledge and skills taught by our qualified lecturers.

This course will also help students develop competencies in common business-related tasks such as producing documents, building customer relations and executing routine administrative procedures and many more. This course acts as an informative introduction for students about standard management principles, practices and business-related IT applications.

ENTRY CRITERIA

Completion of Basic Education OR Attainment of a Level 2 qualification OR

18 years of age AND Ability to communicate in the language of instruction

DURATION: 4.5 MONTHS



CAREER OPPORTUNITIES

Following are some of the expected career outcomes from our CIII in Office Management & Administration

- Middle Level Office Manager - Middle Level Administrator - Middle Level Business Manager - Middle Level Public Service Organizer

MODULES

- Introduction to Management
- Effective Communications
- Management
- Developing Business Documents
- Managing Business Accounts
- Introduction to Human Resource
- Management
- Introduction to Management
- Effective Communications
- Management
- Developing Business Documents
- Managing Business Accounts
- Introduction to Human Resource
- Management

WINNING THROUGH KNOWLEDGE

TOTAL COURSE FEE: MVR 7500.00
REGISTRATION FEE: MVR 300.00

INSTALLMENT BASIS

MONTHS	MONTH 01	MONTH 02	MONTH 03	MONTH 04	MONTH 05	TOTAL
Tuition Fee Schedule	MVR 1500.00	MVR 1500.00	MVR 1500.00	MVR 1500.00	MVR 1500.00	MVR 7500.00
TOTAL TUITION MVR 7500.00 (4.5 MONTHS)						
* ADDITIONAL FEES: STUDENT ASSOCIATION MEMBERSHIP FEE: MVR 100.00, STUDENT ID CARD FEE: MVR 100.00						

CONTACT US

HOTLINE: 9995870

Cyryx College (Machangolhi Campus)
Ma. Rasmathige, Kenery Magu
Tel: 3328396 / 3320004

Email: info@cyryxcollege.edu.mv
Website: www.cyryxcollege.edu.mv

FOR REGISTRATION

Ms. Aishath Sharoona Shougee
Registrar
Tel: 3328396 / 3320004
Email: registrar@cyryxcollege.edu.mv

FOR QUERIES

Mr. Anil Adam
Dean of Students
Tel: 3328396 / 3320004
Email: anil@cyryxcollege.edu.mv

Cyryx College (Galolhu Campus)
G. Light Sky, Bodurasgefaanu Magu
Tel: 3314620 / 3005872

FOR ADMISSION

Mr. Jothi Stalin
Vice Rector - Operations
Tel: 3328396 / 3320004
stalin@cyryxcollege.edu.mv



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[collegecyryx](#)



info@cyryxcollege.edu.mv





CYRYX COLLEGE, KENEREE MAGU, 20193, TEL : + 960 3328396

CYRYX COLLEGE, BODURASGEFAANU MAGU, 20141, TEL : + 960 3314620

WWW.CYRYXCOLLEGE.EDU.MV



cyruxcollege



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collegecyrux



info@cyruxcollege.edu.mv