



**CERTIFICATE IV
IN BUSINESS ADMINISTRATION**
COURSE BROCHURE

Certificate IV in Business Administration

Office of any organization, big or small, is responsible for services essential to the smooth running of the entire enterprise. The office and its personnel must be well managed so that, those services are rapidly and efficiently provided. The Certificate IV in Business Administration offered by Cyryx College teaches future staff members of an office organization how to manage and rapidly and efficiently provide these services.

This requires the understanding and learning of training, supervision and control of personnel as well as better utilization of machines, equipment and resources, including computers, communications network, the reception, the mailroom, cashiering, accounts work, stationery, and much more. This very practical programme provides training on the most important duties of modern office systems and procedures and increase capability of individuals in the field, working for success and achievement.

ENTRY CRITERIA

GCE O Level 3 passes or Attainment of Level 3 qualification OR

18 years of age AND 1 year work experience AND Ability to communicate in English

DURATION: 1 YEAR



CAREER OPPORTUNITIES

Following are some of the expected career outcomes from our CIV in Business Administration program.

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

MODULES

- Financial Accounting
- Business Economics
- Corporate Communications
- Advanced Financial Accounting
- Financial Management
- Cost Accounting
- Advanced Financial Management
- Management Accounting
- Business Information Technology
- Business Law & Taxation
- Practical Auditing
- Project

WINNING THROUGH KNOWLEDGE

CERTIFICATE IV COURSE FEES 2022/23

PAYMENT OPTIONS

INSTALLMENT BASIS

Masters students studying at Cyryx College are entitled to settle the tuition fees on monthly basis.

COURSE	REGISTRATION FEE	INSTALLMENT AMOUNT	NUMBER OF INSTALLMENTS	TOTAL COURSE FEE
CERTIFICATE IV PROGRAMMES	MVR 750.00	MVR 2150.00	INSTALLMENTS 12	MVR 25,800.00

FULL PAYMENT

REGISTRATION FEE: MVR 750.00

TOTAL COURSE FEE: MVR 25,800.00

CONTACT US

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