



CERTIFICATE I IN OFFICE MANAGEMENT & ADMINISTRATION

COURSE BROCHURE

Certificate I in Office Management & Administration

The Office Management and Administration programmme offered by Cyryx College is designed to train individuals for entry-level office jobs. This program includes general management modules in addition to basic communication skills and basic computer handling skills.

This programme provides students with the knowledge that they will require for the entry into the office space with confidence and ability to handle basic level office activities, systems and procedures.

ENTRY CRITERIA

Completion of Basic Education OR Attainment of a Level 1 qualification OR

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

DURATION: 7 WEEKS

CAREER OPPORTUNITIES

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

- Entry Level Administrator

MODULES

- Office Management
- Managing Meetings & Conferences
- Office Communication
- Basic Computer Utilities





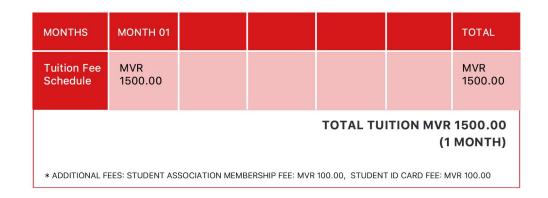
CERTIFICATE I COURSE FEES 2019/20

TOTAL COURSE FEE: MVR 1500.00 REGISTRATION FEE: MVR 300.00

PAYMENT OPTIONS

INSTALLMENT BASIS

Certificate I students studying at Cyryx College are entitled to settle the tuition fees on monthly basis. Following the schedule of payment for Certificate III fees on monthly installment basis.



INNING THROUGH KNOWLEDGE | WINNING THROUGH WIN

CONTACT US

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