



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

Certificate I in Office Management & Administration

The Office Management and Administration programme 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



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