



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

# Certificate II in Office Management & Administration

The Certificate II in Office Management & Administration offered by Cyryx College is designed to provide the students with an insight into the principles and functions of office management and enhance their personality as an office management professional. After the completion of this course, students will possess the right qualifications necessary to work in positions such as a senior executive assistant and secretarial jobs.

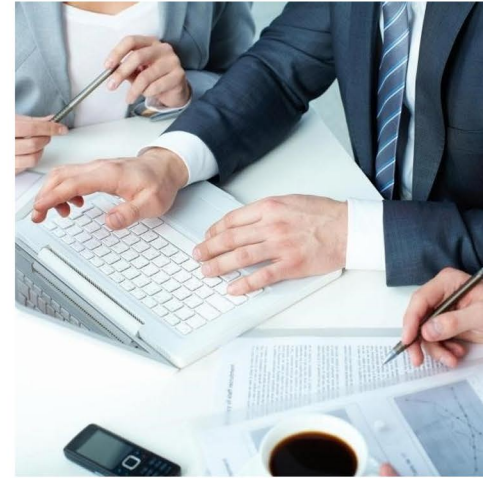
Students will develop the necessary skills, knowledge and confidence to function effectively in an organizational environment which requires co-operative team work, adherence to organizational goals and values as well as the acceptance of limited work responsibilities within a clearly prescribed framework.

## 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:** 6 MONTHS



## CAREER OPPORTUNITIES

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

- Entry Level Business Administrator
- Entry Level Civil Service Administrator

## MODULES

- Office Etiquette & Professional Protocol
- Principles of Management
- Personality development and Communication Skills
- Computer Applications in Business
- Basic Mathematics for Business
- Organisational Communication
- Personnel Management
- Retail & Stores Management
- Fundamentals of Accounting

WINNING THROUGH KNOWLEDGE



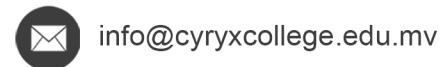
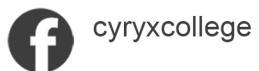
# CONTACT US

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