



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

# Certificate III in Accounting & Office Management

The Certificate III in Accounting and Office Management offered by Cyryx College is designed for those with limited accounting and office management skills. This programme provides students with the ability to conduct basic management and accounting activities in organizations.

This course not only focuses on accounting and office management skills but also on managing businesses. After the completion of this course, students will learn necessary accounting and office management skills, office etiquettes and procedures to be followed in the accounts department. The learning of communication skills, ability to work in teams, business writing skills are also included in this course.

## 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 Accounting & Office Management

- Middle Level Office Manager - Middle Level Administrator - Middle Level Auditor
- Business Accountant

## MODULES

- Introduction to Management
- Effective Communications
- Management
- Developing Business Documents
- Accounting Principles & Practices
- Book Keeping
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WINNING THROUGH KNOWLEDGE

## CERTIFICATE III 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 III PROGRAMMES	MVR 400.00	MVR 1500.00	INSTALLMENTS 05	MVR 7500.00

## FULL PAYMENT

**TOTAL COURSE FEE: MVR 7500.00**

REGISTRATION FEE: MVR 400.00



# CONTACT US

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