



Certificate III in Office Management

Modules

- ⊙ Business Organization and its Environment
- ⊙ Business Communication
- ⊙ Human Resource Management
- ⊙ Marketing Management
- ⊙ Financial Management
- ⊙ Quantitative Techniques
- ⊙ Information and Communication Technology



Entry Qualification: Basic Education or MNQF level 2 or 18 years of age and work experience of one year in a job that requires reading, writing and communication in the language of instruction

Fee: MVR 1200



IIPD
INSPIRING EXCELLENCE

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