

Program Name	Certificate IV in Front Office Operations
Program Description	<p>This program will equip students with the basic and important knowledge of the Hospitality and Tourism sector of Fiji including the Hotels, Motels, Tour operators, Airlines and Travel Agents.</p> <p>The graduates will be able to:</p> <ul style="list-style-type: none"> • Apply a broad range of generic business skills, principles and practices in a commercial environment; • Grasp the technical knowledge and skills particular to a specific business field;
Majors	Front Office Operations
Minimum Requirements	Pass in Year 12, with 50% or more marks in English
Program Type	Certificate

Course Code	Course Name	Credit Points
	Core Courses:	
	Year 1: Semester 1	
CIN410Sem	Microcomputer Applications	12
OAD401Sem	Keyboard & Word Processing	12
FOF401Sem	Front Office Procedures	12
MKT401Sem	Introduction to Retailing	12
OHS403Sem	Occupational Health & Safety	12
	Credit Points	60
	Year 1: Semester 2	
ACO403Sem	Laundry Operations & Services	12
MGT402Sem	Supervisory Skills	12
FOF403Sem	Front Office Software Applications	12
FOF404Sem	Hotel Reservation Procedures	12
COM401Sem	COM401Sem	12
	Credit Points	60
	Total Credit Points	120
DIA Directed Industrial Attachment 2 months : Assisting with Employment		

Program Name	Certificate IV in Housekeeping & Accommodation Operations
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