

Program Name	Certificate III in Front Office Operations
Program Description	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.
Majors	Front Office Operations
Minimum Requirements	Pass in Year 11, with 50% or more marks in English
Program Type	Certificate

Course Code	Course Name	Credit Points
	Core Courses:	
	Year 1: Semester 1	
CIN302Sem	Computer Skills	10
ACO301Sem	Hospitality Operations	10
HKP301Sem	Accommodation Services & Theory	10
OAD306Sem	Office Practice & Filing Methods	10
COM301Sem	Communication Skills & Studies	5
	Credit Points	45
	Year 1: Semester 2	
ACO302Sem	Accommodation Operations	10
HKP302Sem	Accommodation Operations & Theory	10
FOF303Sem	Front Office Software System	10
OAD308Sem	Customer Service & Communication	10
COM303Sem	Introduction to Communication Literacy	5
	Credit Points	45
	Total Credit Points	90
DIA Directed Industrial Attachment 2 months : Assisting with Employment		

Program Name	Certificate III in Housekeeping & Accommodation Operation
Program Description	This program will equip students with the basic and important knowledge of Accommodation Services for the Hospitality and Tourism sector of Fiji including all categories