

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		<p>Pass in Year 12, with 50% or more marks in English</p> <p>There are no Pre-Requisites for Cert IV Courses</p>
Program Type		Certificate
Course Code	Course Name	Credit Points
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
Semester 2		
ACO403Sem	Laundry Operations & Services	12
MGT402Sem	Supervisory Skills	12
FOF403Sem	Front Office Software Applications	12
FOF404Sem	Hotel Reservation Procedures	12
COM408	Professional Communication	12
Total Credit Points		120

Directed Industrial Attachment 3 months [DIA] : Assisting with Employment After completion of all the courses

