

## **Office Administration**

### **Certificate Level**

Communication

Management 1

Secretarial Office Techniques 1

Public Relations 1

Typing Technology

Financial Accounting 1

### **Diploma Level**

Concepts of Management Computing

Economics

Administrative Practice

Secretarial Office Techniques 2

### **Higher Diploma Level**

Principles of Law

Organizational Behaviour

Public Relations 2

Secretarial Office Techniques 3