

# Course Structure

## Certificate 3 in Front Office Operations

Faculty of Hospitality & Tourism Studies



### Semester 1

Type	Code	Name	Prerequisites	Credit Points	Fee (MVR)
CORE	HAS017	Safety and Security	Nil	3	249
CORE	HOS041	Front Desk Operations	Nil	15	1,245
CORE	HOS055	Introduction to Hospitality and Tourism Industry	Nil	3	249
CORE	HOS067	First Aid and Firefighting	Nil	10	830
CORE	TRS049	Business Communication	Nil	3	249
CORE	TRS059	Working as a Tour Guide	Nil	6	498
CORE	ENG009	English language	Nil	3	174
ELECTIVE		ELECTIVE	Nil	3	174

### ELECTIVE

Type	Code	Name	Prerequisites	Credit Points	Fee (MVR)
ELECTIVE	JAP003	Hotel Japanese	Nil	3	174
ELECTIVE	CHN003	Chinese Language	Nil	3	174
ELECTIVE	FRE003	Hotel French	Nil	3	174
<b>Course Total</b>				<b>46</b>	<b>3,668</b>

Fees stated above are tuition fee for local students. Fee for international students on student visa is five times the stated fees. Fee for workpermit holders and students on dependent visa is same as the fees for local students. All fees are quoted in MVR.

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