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	480
CORE	HOS041	Front Desk Operations	Nil	15	2,400
CORE	HOS055	Introduction to Hospitality and Tourism Industry	Nil	3	480
CORE	HOS067	First Aid and Firefighting	Nil	10	1,600
CORE	TRS049	Business Communication	Nil	3	480
CORE	TRS059	Working as a Tour Guide	Nil	6	960
CORE	ENG009	English language	Nil	3	270
ELECTIVE		ELECTIVE	Nil	3	270

ELECTIVE

Type	Code	Name	Prerequisites	Credit Points	Fee (MVR)
ELECTIVE	JAP003	Hotel Japanese	Nil	3	270
ELECTIVE	CHN003	Chinese Language	Nil	3	270
ELECTIVE	FRE003	Hotel French	Nil	3	270
Course Total				**46**	**6,940**

Fees stated above are tuition fees for local students. Fees for international students is twice the stated fees. All fees are quoted in MVR.

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