

## 11. OFFICE MANAGEMENT EDUCATION

1	BOME001	DIPLOMA IN OFFICE PRACTICE MANAGEMENT	ONE YEAR
2	BOME002	DIPLOMA IN SECRETARIAL PRACTICE	ONE YEAR
3	BOME003	DIPLOMA IN PERSONAL SECRETARYSHIP	ONE YEAR
4	BOME004	OFFICE ASSISTANTSHIP	SIX MONTHS
5	BOME005	DIPLOMA IN BASIC FINANCIAL SERVICES	ONE YEAR
6	BOME006	PURCHASING & STORE KEEPING TECHNICIAN	ONE YEAR
7	BOME007	RECEPTIONIST	SIX MONTHS
8	OME008	DIPLOMA IN OFFICE AUTOMATION	ONE YEAR
9	BOME009	PUBLIC RELATIONS OFFICER	ONE YEAR
10	BOME010	CLERK-CUM TYPIST	ONE YEAR
11	BOME011	CASHIER	SIX MONTHS
12	BOME012	OFFICE COMPUTER OPERATOR	ONE YEAR
13	BOME013	DIPLOMA IN OFFICE ACCOUNTING	ONE YEAR
14	BOME014	CERTIFICATE IN ELECTRONIC OFFICE	SIX MONTHS
15	BOME015	CERTIFICATE IN CLERICAL JOB IN COMPUTERISED OFFICE	SIX MONTHS
16	BOME016	CERTIFICATE IN COMPUTER IN RETAIL SHOP	SIX MONTHS
17	BOME017	DIPLOMA IN COMPUTERISED SECRETARIAL MANAGEMENT	ONE YEAR
18	BOME018	DIPLOMA IN COMPUTERISED FINANCIAL MANAGEMENT	ONE YEAR
19	BOME019	LEDGER CLERK	SIX MONTHS