

OFFICE MANAGEMENT EDUCATION

1	GOME001	DIPLOMA IN OFFICE PRACTICE MANAGEMENT	ONE YEAR
2	GOME002	DIPLOMA IN SECRETARIAL PRACTICE	ONE YEAR
3	GOME003	DIPLOMA IN PERSONAL SECRETARYSHIP	ONE YEAR
4	GOME004	OFFICE ASSISTANTSHIP	SIX MONTHS
5	GOME005	DIPLOMA IN BASIC FINANCIAL SERVICES	ONE YEAR
6	GOME006	PURCHASING & STORE KEEPING TECHNICIAN	ONE YEAR
7	GOME007	RECEPTIONIST	SIX MONTHS
8	GOME008	DIPLOMA IN OFFICE AUTOMATION	ONE YEAR
9	GOME009	PUBLIC RELATIONS OFFICER	ONE YEAR
10	GOME010	CLERK-CUM TYPIST	ONE YEAR
11	GOME011	CASHIER	SIX MONTHS
12	GOME012	OFFICE COMPUTER OPERATOR	ONE YEAR
13	GOME013	DIPLOMA IN OFFICE ACCOUNTING	ONE YEAR
14	GOME014	CERTIFICATE IN ELECTRONIC OFFICE	SIX MONTHS
15	GOME015	CERTIFICATE IN CLERICAL JOB IN COMPUTERISED OFFICE	SIX MONTHS
16	GOME016	CERTIFICATE IN COMPUTER IN RELATIONSHIP	SIX MONTHS
17	GOME017	DIPLOMA IN COMPUTERISED SECRETARIAL MANAGEMENT	ONE YEAR
18	GOME018	DIPLOMA IN COMPUTERISED FINANCIAL MANAGEMENT	ONE YEAR
19	GOME019	LEDGER CLERK	SIX MONTHS