



DIPLOMA IN **ADMIN SECRETARIAL AND FRONT OFFICE**

Pathway to your bachelor's degree

Your Success, Our Dedication

Belmont Institute of Higher Education stands as a beacon of excellence, committed to empowering individuals through quality education and skill development.

Renowned for its diverse range of programs, Belmont offers students an opportunity to gain industry-relevant knowledge while fostering personal growth.

With a focus on practical learning and professional readiness, the Institute ensures graduates are equipped to excel in their chosen careers.

At Belmont, we celebrate innovation, collaboration, and the pursuit of knowledge, creating an inclusive environment where students can thrive and achieve their aspirations.



PROGRAMME OVERVIEW

The Level 3 Diploma in Admin., Secretary and Front Office equips you with the skills and knowledge to excel in these in-demand fields. Through a blend of theory and practice, you'll develop communication, interpersonal and organisational skills, master MS Office applications, learn efficient office procedures, gain a foundation in finance, refine your customer service approach, and build professional development skills like time management and project management, preparing you for a rewarding career.

WHY CHOOSE BELMONT?

STRONG FOUNDATION IN CORE SKILLS

Our programme equips students with the essential skills employers seek in administrative, secretary, and front office positions. This includes proficiency in MS Office Suite, communication skills, soft skills like time management and organization, and data management.

INDUSTRY READY GRADUATES

Our programme goes beyond just teaching software and theory. This could involve case studies, simulations, guest lectures from industry professionals, or even internship opportunities.

LAUNCH A FULFILLING CAREER

Our programme equips you with the in-demand skills for administrative, secretarial, and front office roles, opening doors to exciting career opportunities.

MASTER VALUABLE SKILLS

Develop a comprehensive skillset, including communication, MS Office proficiency, office procedures, finance basics, exceptional customer service, and professional development all highly sought after by employers.

Communication and interpersonal skills 

Microsoft Office for Professionals 

Office Procedures 

Finance for Beginners 

Customer Service 

Professional Development 



DURATION

 **4 MONTHS**
(WEEKDAY INTAKE)

 **5 MONTHS**
(WEEKEND INTAKE)



FEE STRUCTURE

Course Fee	LKR 165,000
Exam fee	LKR 15,000
Total	LKR 180,000

ENTRY REQUIREMENTS **GCE O/L 'C' PASS IN ENGLISH**

WHO SHOULD ENROLL?



UPSKILLING PROFESSIONALS

Current administrative professionals can significantly enhance their qualifications and marketability. This program offers a targeted approach to master essential skills like communication, Microsoft Office Suite proficiency, and modern office procedures.

RECENT GRADUATES

New graduates seeking practical, career-oriented education will find this diploma programme invaluable. It equips you with the foundational knowledge and practical skills needed to secure entry-level administrative positions and launch a successful career.

ASPIRING LEADERS

For those aiming to progress into administrative or secretarial leadership roles, this programme provides the advanced skillset and industry knowledge necessary to excel. You'll gain the confidence to take on greater responsibilities and contribute strategically to organisational success.

Tharindi Kavindya

Expertise: HR management, leadership, training

Education: Master's in HRM (Kelaniya), CIPM Qualification, Diplomas in French & Diplomacy

Lecturing: CIPM, LUXWAY Campus, Belmont Institute

Work: Director – HR (Ruka Digital Solutions), HR roles at Worldpronet, AIB, Lankaloha, and more

Skills: Strategic HR planning, training, leadership, employee engagement

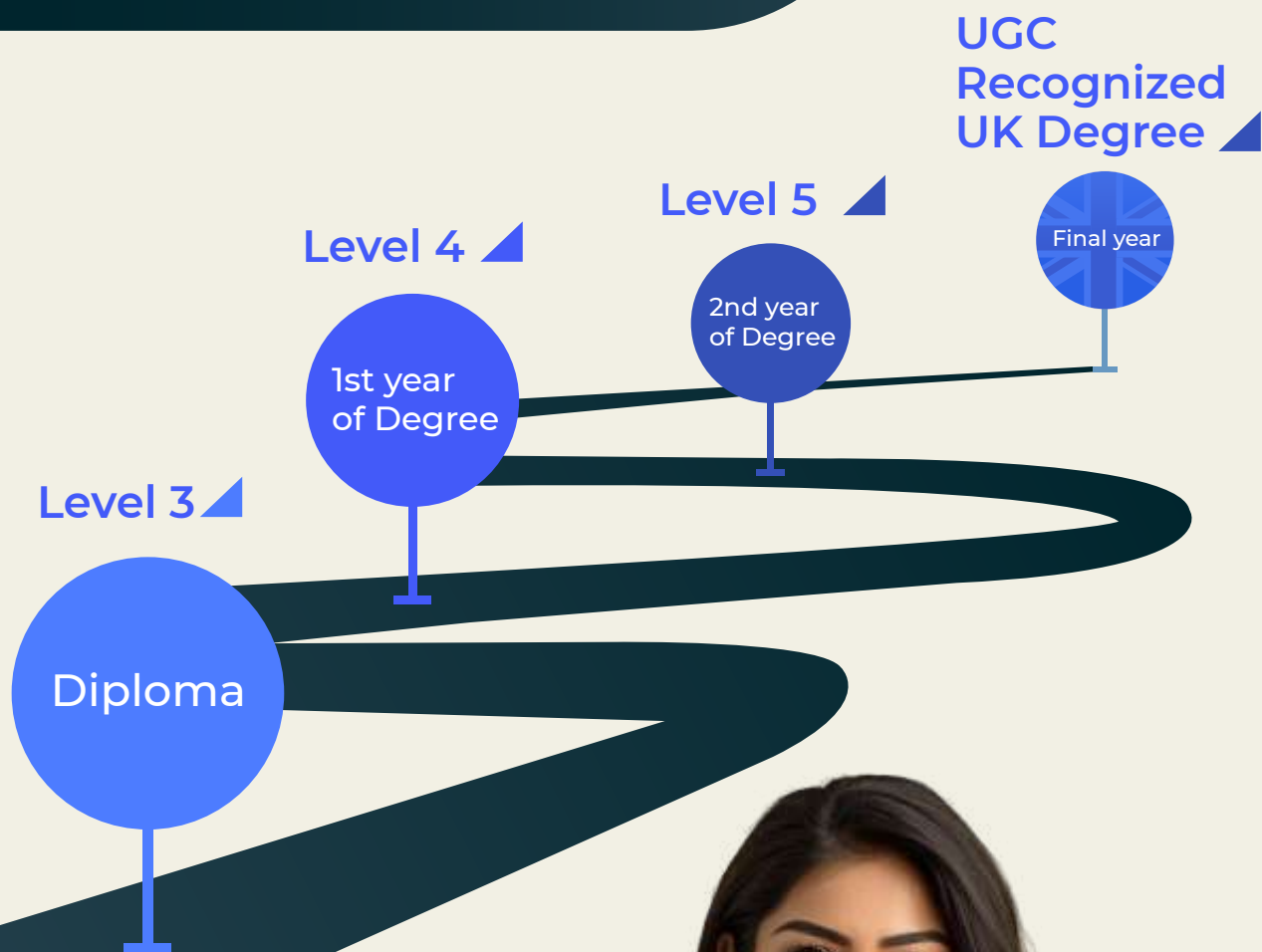
CAREER OPPORTUNITIES

Elevate your professional skills with the Level 3 Diploma in Admin Secretarial and front office at Belmont Institute. Designed to meet the demands of dynamic workplaces, this program provides a comprehensive foundation in essential administrative functions, effective communication, and customer service excellence. Through a practical and engaging curriculum, you will master core areas like office management, organizational techniques, and front-office operations, preparing you for diverse roles across industries.

Career Pathways Graduates of this diploma are equipped to excel in various professional roles, including Administrative Coordinator, Office Administrator, Front Desk Specialist, Executive Assistant, and Secretary. This versatile qualification opens doors to exciting career prospects in industries such as corporate management, healthcare, hospitality, and education.



PAVE THE WAY TO A THRIVING FUTURE

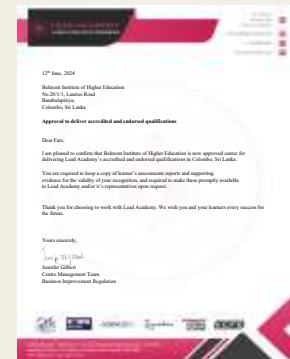


COLLABORATIVE ACADEMIC NETWORKS



LEAD ACADEMY
LEARN TODAY LEAD TOMORROW

Offering CPD-accredited online courses in business, technology, and personal development, Lead Academy enables students to gain internationally recognized certifications and expert training that align with modern industry needs.



QUALIFI
APPROVED CENTRE

As a uk-recognized awarding organization regulated by qualifi brings globally respected qualifications in fields like health and social care, business, hospitality, and strategic management, helping students unlock numerous career opportunities worldwide.



This international consultancy specializes in professional training, career guidance, and education pathways. Our collaboration provides students with tailored workshops, career counseling, and global perspectives on education and employment.



JOIN US TODAY

Launch your rewarding career in administrative support with our renowned Level 3 Diploma in Administration, Secretary and Front Office. This programme equips you with in demand skills and industry current knowledge developed by professionals.

Learn from experienced instructors in a supportive environment, mastering essential software, communication, and practical procedures. Network with classmates and instructors, opening doors to various administrative roles from entry level to leadership. Invest in your future at our institute and gain the tools to thrive in a fulfilling administrative career. Contact us today to take the first step!

