

Specialized Diploma in Modern office Management and Secretary

Overview

The Specialized diploma in “Modern Office Management and Secretary” is a program accredited by MEHE in Palestine, aims at enhancing the competencies of high school certificate holders or secretaries, and provide them with skills in modern technology in secretarial and office management work.

Conditions of Enrollment

The completion of High School

Duration

This program consists of 32 credit hours (12 courses) offered in one study year divided into two semesters; each semester is around 4 months.

Courses:

1. English language
2. Principles of Computer
3. Typing in Arabic
4. Public Relations
5. Principles of Management
6. E-archiving
7. Accounting and book keeping
8. Typing in English
9. Management information systems
10. Business correspondences
11. Secretary and office management
12. Practical training

Objectives

- 1- Acquainting the participants with the main concepts and methodologies used in the secretarial work and office management
- 2- The participants describe the practical procedures and techniques used in the organization of the offices and the organization of administrative work

- 3- Proficiency in different ways of secretary and office management
- 4- Acquainting the participants with the basic skills in organizing the secretarial work and office organizing
- 5- The participants are able to practice secretarial and office administration work
- 6- Identifying the secretarial works and office organization
- 7- Practical practice of secretarial work and office management