Program name	Duration:	Trainee entry level
2 Office and secretarial computer applications program	A year and a half	Intermediate high school proficiency

Program description;

Office and Secretarial Computer Applications Program: This is a training or academic program that aims to equip trainees with the basic and advanced skills needed to use computers in office work, in addition to providing them with the administrative and organizational skills necessary to perform secretarial duties efficiently

The overall goal of the programs

Introduction to computers and operating systems (such as Windows)
- Using Microsoft Office programs:
Word for word editing and processing.
Excel for spreadsheets and financial reports.
PowerPoint for presentations.
Outlook for email management.
- Typing in both Arabic and English.
- Formatting official files and documents.

Managing and protecting electronic files

Administrative and business secretarial skills:
1. Managing incoming and outgoing correspondence.
2. Organizing meetings and scheduling appointments.
3. Preparing administrative reports and memos.
4. Organizing paper and electronic files and archiving.
5. Receiving visitors and clients and coordinating phone calls.

Personal skills (Soft skills):

Effective communication skills.
Time management and priority management.
Teamwork and cooperation skills.
Tact and professional appearance.

Post-graduation work areas

Administrative assistant .
Executive secretary.
Data entry clerk.
Appointment or meeting coordinator.
Administrative support employee in various sectors