Training Course Information Form

Course Information

Course Name:	**Electronic Office Management**

Institute/Centre: Port Training Institute   **Course Code:** C23

Type: √ Program   ❑ Course   ❑ Workshop

Course Duration: ❑5 Days   ❑ 3 Days   ❑ 1 Days   √ Other

Course Conducted: √ Local   ❑International   Indicate: A.R.E
Course Venue: Anywhere

Course Language: ❑ English   ❑ Arabic   √ Both   ❑ Other

Course Description

Course Outlines:
1. Introduction to Windows.
2. MS-Word Tools and Advanced Features.
3. PowerPoint and its features in demonstrating capabilities .
4. Using Internet Tips & Tricks.
5. Using MS-Outlook and E-mail Application.

Course Objectives:
- Training the participants on using different computer applications to manage the office electronically.

Course Includes: √ Theoretical   ❑Fire training module   √ Laboratory
   ❑Workshop   ❑Site Visit

Course Prerequisites: MS- Word program (Level I)
Who Should Attend: All departments
No. of Participants/Course: ❑ 5-10   ❑10-15   √ 15-20   ❑Other

Qualifications of Participants:
- Intermediate Degree (minimum).

No. of Lecturer: √1   ❑2   ❑ 5

No. of Assistance: ❑1   ❑2   ❑3

Course Facilities

√ White Board   √ V. Projector   √ Data Show   √ PC   ❑ Manual

❑ Books   √ Handouts   ❑ Flip Charts   ❑ S/W   ❑ Other

Course Evaluation

❑ Written Examination   ❑ Written Report(s)   ❑ Oral Presentation   √ Attendance

❑ Delegates Participation

Certificate Issue:

❑ Local Premises   √ AASTMT   ❑ International

Course Registration

√ Admission and Registration

Department at the Port

Registration: Training Institute   ❑ Online   ❑ Other

Beside Gate No. 27 - Outside

Customs Area, Alexandria Port

Documents Required: √ Registration Form   √ ID/Passport Copy   √ Photo