Training Course Information Form

Course Information

Course Name:	**Modern Office Systems**		
Institute/Centre:	Port Training Institute	**Course Code:**	M24
Type:	√ Program	❑ Course	❑ Workshop
Course Duration:	√ 5 Days	❑ 3 Days	❑ 1 Days ❑ Other
Course Conducted: **Course Venue:**	√ Local Anywhere	❑International	Indicate: A.R.E
Course Language:	❑ English	❑ Arabic	√ Both ❑ Other

Course Description

Course Outlines:
1. The concept of modern office administration.
2. Ways of numbering, indexing and coding.
3. Conservation measures and handling of the files electronically.
4. Methods of writing proper administrative.
5. The impact of performance on the desktop proper information systems and decision support.

Course Objectives:
- To provide participants with the concepts of scientific and practical function of keeping and handling documents manually and electronically

Course Includes: √ Theoretical   ❑ Fire Training Module   ❑ Laboratory
❑ Workshop   ❑ Site Visit

Course Prerequisites: None

Who Should Attend: Administrative affairs in the various organizations

No. of Participants/Course: √ 5-10   ❑10-15   ❑15-20   ❑ Other

Qualifications of Participants:
- Medium

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

Registration:	√ Admission and Registration Department at the Port Training Institute Beside Gate No. 27 - Outside Customs Area, Alexandria Port	❑ Online	❑ Other
Documents Required:	√ Registration Form	√ ID/Passport Copy	√ Photo