SECRETARIAL/ADMINISTRATIVE PROGRAMMES

Date: January – December 2020-2022
(ALL PROGRAMMES AVAILABLE)

DURATION and FEES:

1 week	**$3,650**
2 weeks	**$5,500**
3 weeks	**$7,250**

COURSE CODE	COURSE TITLE	DURATION
ASPAP01	Adv. Secretarial & Personal Assistant Programme	1- 3 Weeks
CRSP02	Computerized Registry Systems Programme	1- 3 Weeks
PPM03	Programme Planning and Management	1- 3 Weeks
MDPEA04	Management Development Programme for Executive Assistant	1- 3 Weeks
DRM05	Data and Records Management	1- 3 Weeks
ACPS06	Advanced Computer Programs for Secretaries	1- 3 Weeks
LDMP07	Libraries & Documentation Management Programme	1- 3 Weeks
EDRM08	Electronic Data and Records Management	1- 3 Weeks
CMPR09	Call centre Management & Public Relation	1- 3 Weeks
ALMT010	Administrative legal Management Training	1- 3 Weeks