

Executive Secretarial and Office Management **Outline**

No	Subjects
1	International Computer Driving License (ICDL)
2	English language
3	Printing in English
4	Printing in Arabic
5	Principles of Management
6	Principles of Accounting
7	Principles of marketing and customer service
8	Executive Secretariat and Office Management
9	Computer applications for office management
10	Office management behaviors
11	File management and electronic archiving
12	Commercial correspondence

