MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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COMPUTER - BASED OFFICE ADMINISTRATION AND ORGANIZATION

"Empowering Administrative Professionals with Digital Tools for Efficient Office Management."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

Modern offices rely heavily on digital systems for communication, documentation, and workflow management. The ability to use computer-based tools effectively is essential for administrative professionals to ensure smooth operations and organizational efficiency. The Computer-Based Office Administration and Organization course equips participants with the knowledge and practical skills needed to manage administrative tasks using modern computer applications and digital platforms.

This course covers the key aspects of computer-based office management, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), file and data management, digital communication, and record-keeping systems. It helps participants develop the competence to organize office functions, manage information efficiently, and support management in achieving operational excellence.

Objectives

By the end of this course, participants will be able to:

- Understand the role of computer applications in modern office management.
- Use Microsoft Office tools for documentation, data handling, and presentations.
- Manage office communication using digital platforms and email systems.
- Organize files, records, and schedules using computer-based tools.
- Apply basic data analysis and reporting techniques for administrative functions.
- Enhance organizational efficiency through technology-driven processes.
- Improve accuracy, coordination, and time management in daily tasks.

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Why Attend

Today’s administrative professionals must combine traditional organizational skills with modern digital expertise. This course enables participants to transform into tech-savvy office managers, capable of handling multiple administrative and organizational challenges with efficiency and professionalism. Whether you’re starting your career or looking to upgrade your office management skills, this training provides a solid foundation for success in the digital workplace.

Target Audience

This course is ideal for:

- Office and Administrative Professionals
- Executive Secretaries and Personal Assistants
- HR and Operations Staff
- Front Desk Officers and Clerical Staff
- Junior Managers and Coordinators
- Students and job seekers pursuing office administration careers

Individual Benefits

- Gain proficiency in key computer applications used in offices.
- Improve digital communication and organizational skills.
- Learn to create professional documents, reports, and presentations.
- Enhance accuracy and efficiency in managing administrative tasks.
- Develop confidence in handling office technology and digital workflows.
- Increase employability in administrative and clerical roles.

Organizational Benefits

- Improve office efficiency through trained, tech-savvy staff.
- Ensure accuracy and standardization in documentation and reporting.
- Enhance coordination and communication across departments.
- Streamline record-keeping and information management.
- Reduce time wastage and operational bottlenecks.
- Strengthen administrative support for management and decision-making.

Instructional Methodology

The training adopts a hands-on, practical learning approach through:

- Computer-based demonstrations and guided exercises
- Interactive tutorials using Microsoft Office and other tools
- Simulated office management scenarios
- Step-by-step practice sessions and assignments
- Group discussions and Q&A interactions
- Continuous feedback for performance improvement

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Course Outline

Module 1: Introduction to Office Administration and Computer Applications

Module 2: Microsoft Word – Document Creation, Formatting, and Templates

Module 3: Microsoft Excel – Data Entry, Formulas, and Record Management

Module 4: Microsoft PowerPoint – Creating Professional Presentations

Module 5: Microsoft Outlook – Email, Calendar, and Task Management

Module 6: Digital Filing and Document Control Systems

Module 7: Communication, Scheduling, and Coordination Tools

Module 8: Data Management and Basic Reporting Techniques

Module 9: Office Productivity, Time Management, and Best Practices

Module 10: Capstone Project – Digital Office Administration Simulation

Certification

Upon successful completion, participants will receive a Certificate in Computer-Based Office Administration and Organization, recognizing their competence in using computer technologies to enhance administrative efficiency, communication, and organizational performance.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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