MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Administration and Customer Service

Advanced Computer Programme for Secretaries

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2522	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

The *Advanced Computer Programme for Secretaries* is a professional development course offered by **Magna Skills**, designed to equip secretaries, administrative officers, and executive assistants with advanced digital and office management competencies.

As administrative functions evolve in the digital era, this course bridges traditional secretarial skills with modern computer applications, enabling participants to manage information efficiently, produce high-quality documents, coordinate digital communication, and maintain data security. Through a blend of hands-on exercises and real-world scenarios, participants will enhance their productivity, efficiency, and professionalism in today's technology-driven work environment.

Course Outcomes

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

  1. Apply advanced Microsoft Office tools (Word, Excel, PowerPoint, Outlook) for effective document creation, data management, and presentation.
  2.

Utilize modern digital communication and scheduling tools to manage meetings and correspondence efficiently.

3. Implement file management, cloud storage, and data protection techniques to ensure secure office operations.
4. Integrate time management and productivity software to streamline administrative workflows.
5. Apply professional etiquette and digital communication skills to support executives in a high-paced work environment.

Course Outline / Curriculum

- 1. **Advanced Microsoft Word for Secretaries**
    - Creating professional reports, templates, and forms
    - Automating repetitive tasks with mail merge and macros
  2. **Data Management and Analysis using Excel**
    - Formulas, functions, and pivot tables for office reporting
    - Designing simple databases and financial tracking sheets
  3. **PowerPoint for Effective Business Presentations**
    - Designing visually appealing slides with charts and multimedia
    - Delivering impactful executive presentations
  4. **Email and Calendar Management with Outlook & Google Workspace**
    - Managing professional communication and meeting schedules
    - Setting reminders, to-do lists, and task prioritization
  5. **Digital File Management and Cloud Collaboration**
    -

- Using Google Drive, OneDrive, and SharePoint for file sharing
- Version control and document archiving techniques

6. **Database and Record Management Systems**
   - Introduction to document management systems (DMS)
   - Creating and maintaining digital filing structures
7. **Cybersecurity and Data Protection Awareness**
   - Recognizing phishing, malware, and social engineering attacks
   - Implementing password and data backup policies
8. **Office Automation and Productivity Tools**
   - Using AI tools (e.g., ChatGPT, Grammarly, Canva) for efficiency
   - Automating administrative workflows and correspondence
9. **Professional Communication and Digital Etiquette**
   - Writing formal emails, memos, and business letters
   - Managing virtual meetings and professional online conduct
10. **Practical Project: Integrated Office Simulation**
    - Participants complete a real-world simulation using Microsoft 365 tools
    - Presentation of reports, communication plans, and executive documents

Target Audience

Secretarial and equivalent personnel who need to enhance their computer knowledge and skills.

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Advanced Computer Programme for Secretaries
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____