

Projects > Undergraduate Project Topics > Secretarial Administration Project Topics

Projects > Undergraduate Project Topics > Secretarial Administration Project Topics — Batch 1

#	Product Name	Price
1	EFFECTS OF INFORMATION TECHNOLOGY ON THE PERFORMANCE OF THE SECRETARIES IN THE FRONT OFFICE	\$20
2	THE ROLE AND EFFECTIVENESS OF PROFESSIONAL SECRETARIES IN SELECTED GOVERNMENT PARASTATALS	\$20
3	THE IMPORTANCE OF COMMUNICATION IN SECRETARIAL ADMINISTRATION	\$20
4	THE IMPACT OF COMPUTER TECHNOLOGY ON SECRETARIAL ADMINISTRATION IN THE BANKING SECTOR (A CASE STUDY OF GTB)	\$20
5	THE EFFECTIVE SECRETARY: HER ROLES AND CHALLENGES IN THE MODERN ORGANIZATION	\$20
6	THE CONFIDENTIAL SECRETARY'S EFFECTIVENESS THROUGH ADEQUATE COMMUNICATION (CASE STUDY MINISTRY OF DEFENCE)	\$20
7	THE COMMUNICATION RELATED PROBLEMS FACED BY SECRETARIES IN PUBLIC SECTOR	\$20
8	SELF ORGANIZATION AND TIME MANAGEMENT SKILLS NEEDED BY MODERN SECRETARIES FOR SUCCESSFUL JOB PERFORMANCE IN THE BANKING INDUSTRY.	\$20
9	EFFECT OF POOR INFRASTRUCTURAL FACILITIES IN THE DEPARTMENT OF SECRETARIAL STUDIES	\$20
10	EFFECTS OF INFORMATION TECHNOLOGY ON THE PERFORMANCE OF THE SECRETARIES IN THE FRONT OFFICE	\$20
11	EFFECTIVENESS OF SECRETARY ON ADEQUATE TRAINING WITH MODERN EQUIPMENT	\$20
12	THE PROBLEMS AND CHALLENGES OF FEMALE SECRETARIES AND ACHIEVEMENT OF ORGANIZATION EFFICIENCY	\$20
13	THE CHALLENGES OF MODERN AUTOMATION ON THE JOB PERFORMANCE OF SECRETARIES IN FINANCIAL INSTITUTIONS	\$20
14	THE EFFECTS OF MODERN OFFICE AUTOMATION ON THE PRODUCTIVITY OF SECRETARIES	\$20
15	THE DEARTH OF TECHNOLOGICAL EQUIPMENT AND EFFECT ON SECRETARIAL JOB PERFORMANCE ON MINISTRIES	\$20
16	IMPACT OF MODERN OFFICE EQUIPMENT ON SECRETARIAL STAFF IN NNPC	\$20
17	CAUSES OF CONFLICT BETWEEN SECRETARIES AND BOSSSES IN ANAMBRA STATE OWNED ESTABLISHMENT (AHOCOL COMPANY AWKA)	\$20
18	BENEFITS OF INFORMATION TECHNOLOGY ON THE JOB PERFORMANCE OF SECRETARIES	\$20
19	ASSESSMENT OF COMPETENCIES REQUIRED BY SECRETARIES IN SECONDARY SCHOOLS	\$20
20	A SURVEY OF THE PROBLEMS OF COMPUTERIZATION OF OFFICE FUNCTIONS IN SELECTED BUSINESS ESTABLISHMENT IN AGUATE L.G.A	\$20
21	A SURVEY OF PHYSICAL WORKING CONDITIONS AND THEIR EFFECTS ON PRODUCTIVITY OF THE SECRETARIES IN SOME BUSINESS ESTABLISHMENTS	\$20
22	UTILIZATION OF SHORTHAND SKILLS IN MODERN SECRETARIAL PRACTICE	\$20
23	THE RELEVANCE OF PUBLIC RELATIONS TO SECRETARIAL PRACTICE	\$20
24	THE PROSPECTS OF SECRETARIES IN OFFICE ADMINISTRATION AND MANAGEMENT	\$20
25	THE IMPACT OF OFFICE ENVIRONMENT ON OFFICE PROFESSIONALS PRODUCTIVITY	\$20
26	THE IMPACT OF MODERN COMMUNICATION FACILITIES ON THE SECRETARY (A SURVEY STUDY OF SOME SELECTED ORGANIZATIONS)	\$20
27	THE IMPACT OF INTERNET SOFTWARE PACKAGES TO THE MODERN SECRETARY (A SURVEY STUDY OF SOME SELECTED ORGANIZATIONS)	\$20
28	THE IMPACT OF HUMAN RELATION SKILLS ON THE JOB PERFORMANCE OF SECRETARIES [A CASE STUDY OF SOME SELECTED BANKS]	\$20
29	THE FACTORS THAT AFFECT PERFORMANCE OF SECRETARIAL CAREER IN SOME SELECTED ORGANIZATION	\$20
30	THE EFFECTS OF NON-FINANCIAL INCENTIVE ON THE PRODUCTIVITY OF SECRETARIAL STAFF	\$20
31	THE EFFECTS OF MODERN COMMUNICATION EQUIPMENT ON THE SECRETARIAL PERFORMANCE. (A CASE STUDY OF NIGERIAN BREWERIES PLC).	\$20
32	SECRETARY AS THE IMAGE - MAKER OF A BUSINESS ORGANIZATION (A CASE STUDY OF NIGERIAN BREWERIES PLC AND OUR LADY'S INDUSTRIES)	\$20
33	IMPLICATION OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) ON SECRETARIAL PRACTICE IN THE BANKING SECTOR	\$20
34	EFFECTS OF ON-THE-JOB-TRAINING ON THE EFFECTIVENESS OF SECRETARIES IN PRIVATE ORGANIZATION.	\$20
35	EFFECTS OF OFFICE ENVIRONMENT ON SECRETARY'S PRODUCTIVITY	\$20

#	Product Name	Price
36	<u>EFFECT OF MODERN TECHNOLOGY ON THE SECRETARIAL PROFESSION IN GOVERNMENTAL PARASTATALS (A STUDY OF NIGERIAN NATIONAL PETROLEUM CORPORATION (NNPC))</u>	\$20
37	<u>EFFECT OF INFORMATION TECHNOLOGY ON ENTREPRENEURSHIP OPPORTUNITIES IN SECRETARIAL PRACTICE</u>	\$20
38	<u>CONFLICT OF OFFICIAL AND SOCIAL RELATIONSHIP BETWEEN A SECRETARY AND HER BOSS</u>	\$20
39	<u>CAUSES OF FAILURE IN SHORTHAND ON SECRETARIAL STUDIES STUDENTS</u>	\$20
40	<u>CAREER PROSPECTS OF CONFIDENTIAL SECRETARY IN A PUBLIC ESTABLISHMENT</u>	\$20
41	<u>THE ROLES AND PERFORMANCE EFFICIENCY OF SECRETARIES IN MODERN COMMUNICATION INDUSTRIES</u>	\$20
42	<u>A SURVEY OF ROLES AND PERFORMANCE OF SECRETARIES IN MODERN COMMUNICATION INDUSTRIES</u>	\$20
43	<u>A STUDY OF THE ROLE AND PERFORMANCE EFFECTIVENESS OF PROFESSIONAL SECRETARIES IN SELECTED GOVERNMENT METROPOLIS A STUDY OF THREE SELECTED GOVERNMENT PARASTATALS</u>	\$20
44	<u>THE PROSPECTS OF SECRETARIES IN OFFICE ADMINISTRATION AND MANAGEMENT</u>	\$20
45	<u>THE FACTORS THAT AFFECT PERFORMANCE OF SECRETARIAL CAREER IN SOME SELECTED ORGANIZATION</u>	\$20
46	<u>THE EFFECTS OF MODERN COMMUNICATION EQUIPMENT ON THE SECRETARIAL PERFORMANCE. (A CASE STUDY OF NB PLC).</u>	\$20
47	<u>THE EFFECT OF POOR ENVIRONMENT ON THE SECRETARY'S JOB PERFORMANCE</u>	\$20
48	<u>THE EFFECT OF INADEQUATE COMPUTERS IN SECRETARIAL TRAINING</u>	\$20
49	<u>THE EFFECT OF GOOD COMMUNICATION ON MINUTES WRITING AND PRODUCTION</u>	\$20
50	<u>THE DEMAND FOR SECRETARIAL SERVICE: ITS PROSPECTS AND PROBLEMS</u>	\$20
51	<u>A SURVEY OF ROLES AND PERFORMANCE EFFECTIVITY OF SECRETARIES IN MODERN COMMUNICATION INDUSTRIES (A STUDY OF NTA)</u>	\$20