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#	Product Name	Price
1	EFFECTS OF INFORMATION TECHNOLOGY ON THE PERFORMANCE OF THE SECRETARIES IN THE FRONT OFFICE	₦5000
2	THE ROLE AND EFFECTIVENESS OF PROFESSIONAL SECRETARIES IN SELECTED GOVERNMENT PARASTATALS	₦5000
3	THE IMPORTANCE OF COMMUNICATION IN SECRETARIAL ADMINISTRATION	₦5000
4	THE IMPACT OF COMPUTER TECHNOLOGY ON SECRETARIAL ADMINISTRATION IN THE BANKING SECTOR (A CASE STUDY OF GTB)	₦5000
5	THE EFFECTIVE SECRETARY: HER ROLES AND CHALLENGES IN THE MODERN ORGANIZATION	₦5000
6	THE CONFIDENTIAL SECRETARY'S EFFECTIVENESS THROUGH ADEQUATE COMMUNICATION (CASE STUDY MINISTRY OF DEFENCE)	₦5000
7	THE COMMUNICATION RELATED PROBLEMS FACED BY SECRETARIES IN PUBLIC SECTOR	₦5000
8	SELF ORGANIZATION AND TIME MANAGEMENT SKILLS NEEDED BY MODERN SECRETARIES FOR SUCCESSFUL JOB PERFORMANCE IN THE BANKING INDUSTRY.	₦5000
9	EFFECT OF POOR INFRASTRUCTURAL FACILITIES IN THE DEPARTMENT OF SECRETARIAL STUDIES	₦5000
10	EFFECTS OF INFORMATION TECHNOLOGY ON THE PERFORMANCE OF THE SECRETARIES IN THE FRONT OFFICE	₦5000
11	EFFECTIVENESS OF SECRETARY ON ADEQUATE TRAINING WITH MODERN EQUIPMENT	₦5000
12	THE PROBLEMS AND CHALLENGES OF FEMALE SECRETARIES AND ACHIEVEMENT OF ORGANIZATION EFFICIENCY	₦5000
13	THE CHALLENGES OF MODERN AUTOMATION ON THE JOB PERFORMANCE OF SECRETARIES IN FINANCIAL INSTITUTIONS	₦5000
14	THE EFFECTS OF MODERN OFFICE AUTOMATION ON THE PRODUCTIVITY OF SECRETARIES	₦5000
15	THE DEARTH OF TECHNOLOGICAL EQUIPMENT AND EFFECT ON SECRETARIAL JOB PERFORMANCE ON MINISTRIES	₦5000
16	IMPACT OF MODERN OFFICE EQUIPMENT ON SECRETARIAL STAFF IN NNPC	₦5000
17	CAUSES OF CONFLICT BETWEEN SECRETARIES AND BOSSES IN ANAMBRA STATE OWNED ESTABLISHMENT (AHOCOL COMPANY AWKA)	₦5000
18	BENEFITS OF INFORMATION TECHNOLOGY ON THE JOB PERFORMANCE OF SECRETARIES	₦5000
19	ASSESSMENT OF COMPETENCIES REQUIRED BY SECRETARIES IN SECONDARY SCHOOLS	₦5000
20	A SURVEY OF THE PROBLEMS OF COMPUTERIZATION OF OFFICE FUNCTIONS IN SELECTED BUSINESS ESTABLISHMENT IN AGUATE L.G.A	₦5000
21	A SURVEY OF PHYSICAL WORKING CONDITIONS AND THEIR EFFECTS ON PRODUCTIVITY OF THE SECRETARIES IN SOME BUSINESS ESTABLISHMENTS	₦5000
22	UTILIZATION OF SHORTHAND SKILLS IN MODERN SECRETARIAL PRACTICE	₦5000
23	THE RELEVANCE OF PUBLIC RELATIONS TO SECRETARIAL PRACTICE	₦5000
24	THE PROSPECTS OF SECRETARIES IN OFFICE ADMINISTRATION AND MANAGEMENT	₦5000
25	THE IMPACT OF OFFICE ENVIRONMENT ON OFFICE PROFESSIONALS PRODUCTIVITY	₦5000
26	THE IMPACT OF MODERN COMMUNICATION FACILITIES ON THE SECRETARY (A SURVEY STUDY OF SOME SELECTED ORGANIZATIONS)	₦5000
27	THE IMPACT OF INTERNET SOFTWARE PACKAGES TO THE MODERN SECRETARY (A SURVEY STUDY OF SOME SELECTED ORGANIZATIONS)	₦5000
28	THE IMPACT OF HUMAN RELATION SKILLS ON THE JOB PERFORMANCE OF SECRETARIES [A CASE STUDY OF SOME SELECTED BANKS	₦5000
29	THE FACTORS THAT AFFECT PERFORMANCE OF SECRETARIAL CAREER IN SOME SELECTED ORGANIZATION	₦5000
30	THE EFFECTS OF NON-FINANCIAL INCENTIVE ON THE PRODUCTIVITY OF SECRETARIAL STAFF	₦5000
31	THE EFFECTS OF MODERN COMMUNICATION EQUIPMENT ON THE SECRETARIAL PERFORMANCE. (A CASE STUDY OF NIGERIAN BREWERIES PLC).	₦5000
32	SECRETARY AS THE IMAGE - MAKER OF A BUSINESS ORGANIZATION (A CASE STUDY OF NIGERIAN BREWERIES PLC AND OUR LADY'S INDUSTRIES)	₦5000
33	IMPLICATION OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) ON SECRETARIAL PRACTICE IN THE BANKING SECTOR	₦5000
34	EFFECTS OF ON-THE-JOB-TRAINING ON THE EFFECTIVENESS OF SECRETARIES IN PRIVATE ORGANIZATION.	₦5000
35	EFFECTS OF OFFICE ENVIRONMENT ON SECRETARY'S PRODUCTIVITY	₦5000

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36	EFFECT OF MODERN TECHNOLOGY ON THE SECRETARIAL PROFESSION IN GOVERNMENTAL PARASTATALS (A STUDY OF NIGERIAN NATIONAL PETROLEUM CORPORATION (NNPC))	₦5000
37	EFFECT OF INFORMATION TECHNOLOGY ON ENTREPRENEURSHIP OPPORTUNITIES IN SECRETARIAL PRACTICE	₦5000
38	CONFLICT OF OFFICIAL AND SOCIAL RELATIONSHIP BETWEEN A SECRETARY AND HER BOSS	₦5000
39	CAUSES OF FAILURE IN SHORTHAND ON SECRETARIAL STUDIES STUDENTS	₦5000
40	CAREER PROSPECTS OF CONFIDENTIAL SECRETARY IN A PUBLIC ESTABLISHMENT	₦5000
41	THE ROLES AND PERFORMANCE EFFICIENCY OF SECRETARIES IN MODERN COMMUNICATION INDUSTRIES	₦5000
42	A SURVEY OF ROLES AND PERFORMANCE OF SECRETARIES IN MODERN COMMUNICATION INDUSTRIES	₦5000
43	A STUDY OF THE ROLE AND PERFORMANCE EFFECTIVENESS OF PROFESSIONAL SECRETARIES IN SELECTED GOVERNMENT METROPOLIS A STUDY OF THREE SELECTED GOVERNMENT PARASTATALS	₦5000
44	THE PROSPECTS OF SECRETARIES IN OFFICE ADMINISTRATION AND MANAGEMENT	₦5000
45	THE FACTORS THAT AFFECT PERFORMANCE OF SECRETARIAL CAREER IN SOME SELECTED ORGANIZATION	₦5000
46	THE EFFECTS OF MODERN COMMUNICATION EQUIPMENT ON THE SECRETARIAL PERFORMANCE. (A CASE STUDY OF NB PLC).	₦5000
47	THE EFFECT OF POOR ENVIRONMENT ON THE SECRETARY'S JOB PERFORMANCE	₦5000
48	THE EFFECT OF INADEQUATE COMPUTERS IN SECRETARIAL TRAINING	₦5000
49	THE EFFECT OF GOOD COMMUNICATION ON MINUTES WRITING AND PRODUCTION	₦5000
50	THE DEMAND FOR SECRETARIAL SERVICE: ITS PROSPECTS AND PROBLEMS	₦5000
51	A SURVEY OF ROLES AND PERFORMANCE EFFECTIVITY OF SECRETARIES IN MODERN COMMUNICATION INDUSTRIES (A STUDY OF NTA)	₦5000