

Secretarial Practice and Business Etiquette

- Credit numbers: 2
- Instructor : Martin Berry George
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- Course Objectives :

The key learning objectives for students are as follows: (1) understand secretarial duties and responsibilities, (2) gain essential skills for performing secretarial tasks, (3) understand IT technologies applied by administrators and secretarial staff in today's dynamic business environment, and (4) learn proper secretarial deportment and etiquette.

1. Prepare students in key areas for employment in secretarial and administrative positions
2. Enhance understanding of the nature, duties, and responsibilities of secretaries and administrators
3. Practice essential writing and speaking skills for performing secretarial and administrative tasks
4. Learn secretarial deportment and etiquette

Syllabus :

Week	Date	Contents	Homework
1		Introduction	
2		R1	
3		R2	
4		R3	
5		R4	
6		R5	
7		Presentation 1	
8		Review	
9		Midterm	
10		R6	
11		R7	
12		R8	
13		R9	
14		R10	
15		Review	
16		Final	
17		Final Presentation	

18		Flexible learning week - Reflections	
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- References: No References
- Grading:
 - Attitude & Attendance : 20%
 - Classwork : 20%
 - Presentations : 40%
 - Midterm & Final : 20%