

OLABISI ONABANJO UNIVERSITY, AGO-IWOYE

Faculty of Education

Department of Educational Foundations and Management

2012/2013 Academic Session

Rain Semester Examination

COURSE CODE: CST 210
COURSE TITLE: Secretarial Administration Method
UNIT: 2
TIME ALLOWED: 2 Hour

- 1/ Discuss the Secretaryship Historical Development in Nigeria
- 2/ What do you understand by the Structure and classification of Secretaries in both Public Sector and Private Sector?
 - a. List and discuss five nomenclatures on each one of them
 - b. Write out ten General Duties of the Secretary.
- 3/ Discuss the Secretarial Education and Certification – in relation to:
 - Polytechnics Education *ND*
 - Colleges of Education (Technical) *ND*
 - Bachelor of Secretarial Education. *high level*
- 4/ Discuss Personal and Business attributes of the Secretary in relation to:
 - Neatness and personal appearance
 - Disposition: how human and pleasant
 - Thirst for knowledge: Education express on paper
 - Human Relations with Superiors, Colleagues and juniors.
- 5/ Write out and discuss few new job content and responsibility of the Office System manager.
- 6/ Discuss five Secretarial teaching methods.

N/S NCE

experience

partial