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SECRETARIAL DIPLOMA | SECRETARY TRAINING COURSE | PITMAN

Find the best colleges and universities in offering Higher National Diploma in Secretarial Studies (Secretarial Studies) in Zimbabwe. Find all course details such as study duration, major subject, course category among others.

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Certificate programs usually consist of 10 or fewer courses and focus entirely on

office administration skills. Associate's degree programs, which usually take two years to complete, consist of ...
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The 30-credit certificate in Office Administration Assistant incorporates flexibility and choices that allow students desiring office skills to select the courses that will best serve their particular interests and meet the ever-changing demands and requirements of the job market.

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Colleges SA offers eight executive secretary courses that span over a period of eight months each. These courses address industry-specific topics like, information technology, law, human resources, marketing, project management, public relations and finance. These courses each have four modules. [Colleges and universities offering Higher Diploma in ...](#)
 Diploma in Secretarial Practice is a

certificate level course in the domain of office management with a special focus on secretarial level assistance and management. The course is pursued by candidates after completing their 10+2 or equivalent education with a minimum aggregate of 50% marks.

HOW CAN I EARN A DEGREE IN SECRETARIAL STUDIES?

Secretarial and receptionist courses available We offer four basic diplomas (Receptionist , Secretary , Legal Receptionist and Administrative Assistant), each of which can lead directly into a secretarial or receptionist career. [KNEC: Diploma in secretarial studies notes and revision ...](#)

Colleges Offering Diploma in Secretarial Studies(Secretarial Studies) COFA Institute of Technology, Ongata Rongai Module I Course outline - Shorthand I - Economics - Computerized Document Processing I - Secretarial Duties - Information Communication Technology I - Communication I

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Diploma in secretarial studies. Typewriting (50 wpm) Shorthand (100 wpm) Office administration & management. Business english. Public and human relations. Commercial & administrative law. Course specialisation & entrepreneurship projects 308-word processing. Published on 06/06/2018.

OFFICE ADMINISTRATION ASSISTANT CERTIFICATE PROGRAM

The classes that you take in a secretarial degree program can prepare you for a variety of tasks that you will perform daily in an office environment. The classes typically cover a range of topics and may include: Business computer applications. Records management. Organizational behavior.

TOP ONLINE COURSES IN

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If a student is earning a diploma, costs will be higher than taking a Secretary 101 academic course. Contact the admissions office of the school of your choice for more detailed information on cost of admission. The types of secretary jobs range from administrative assistant to legal secretary to office secretary to executive secretary. [Higher Diplomas notes | KNEC| KASNEB| KISM| Ebooks Kenya](#)
 Colleges and Universities Offering Higher Diploma in Secretarial Management (Secretarial Management) in Kenya. Course Name: Higher Diploma in Secretarial Management (Secretarial Management) Major Subject: Secretarial Management. Course Category: Higher Diploma. Average Study Duration: 1 year.

SECRETARIAL SCIENCE DEGREE AND CERTIFICATE PROGRAMS

Higher Diploma in Secretarial Management at Kenya Technical Teachers College - Gigiri. Course. Higher Diploma in Secretarial Management. Institution. Kenya Technical Teachers College. Campus. Gigiri.

Secretarial Courses Higher Diploma In

Overall, the Secretarial Diploma is an excellent course as the opportunities for a highly qualified secretary are endless. The role of a secretary is absolutely pivotal to any organisation's success, with the skills you learn being transferable across many different industries.

DIPLOMA IN SECRETARIAL PRACTICE COURSE, ELIGIBILITY ...

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A corporate secretary associate's degree program provides students with in-depth coverage of clerical skills, administrative procedures and business concepts.

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