



Diploma For Professional Secretaries

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Course Content

Office Procedures

- ✚ Role, Qualities & Ethics of secretaries
- ✚ Business Administration
- ✚ Customer Service
- ✚ Managing Meetings
- ✚ Time Management Skills
- ✚ Business Etiquette & Social Behavior
- ✚ Public Relations

Business Communication Written & Spoken

- ✚ Letters, emails, reports, memos, notices
- ✚ Committee Documents
- ✚ Interactive Activities
- ✚ Presentations
- ✚ Vocabulary building & Comprehension
- ✚ Remedial Grammar
- ✚ Netiquette

Duration : 10 months

Classes : Saturdays 9.00am - 1.00pm

Fee : 32,000/-

Placement Test Required
Commences July 2011

Ladies' College

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