

Course Name

Code No.

COURSE DESCRIPTION:

This course will prepare the student to work as an executive secretary. Emphasis will be placed on the development of the essential technical skills required by office professionals - preparing documents using word processing and spreadsheet software, composing business correspondence, maintaining paper and electronic records, editing and proofreading business documents, reporting information, preparing business graphics, annotating mail, and conducting basic research.

In addition, this course is designed to expand the student's personal management and teamwork skills. Students will be required to evaluate work, make decisions, set priorities, apply ethics and human relations skills, and exercise initiative. At the same time, emphasis will be placed on effectively managing time and resources, as well as working with individuals and groups.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Apply time management and organizational skills to facilitate the completion of tasks and to meet deadlines in the workplace.

Potential Elements of the Performance:

- Prioritize tasks.
- Plan team tasks and responsibilities.
- Negotiate and meet deadlines.
- Use calendar and reminder systems.
- Research requirements for meetings, conferences, special events, and travel.
- Organize appropriate facilities, equipment, services, and supplies
- Coordinate arrangements.

This module will constitute 1% of the course grade.

2. Prepare related documentation for meetings, conferences, special events, and travel.

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