## [Project / Seminar Topics on Secretarial Administration with Materials](https://sparklyn.com.ng/secretarial-administration-project-and-seminar-material#project_seminar_topics_on_secretarial_administration-with-materials)

**Below is the list of available proposal topics on Secretarial Administration that can be selected for proposal write-up submission.**

### [List of Available Topics on Secretarial Administration](https://sparklyn.com.ng/secretarial-administration-project-and-seminar-material#list_of_available_topics_on_secretarial_administration)

[**The Impact of Computer Technology on Secretarial Administration in the Banking Sector**](https://sparklyn.com.ng/the-impact-of-computer-technology-on-secretarial-administration-in-the-banking-sector-2718-d)

[**The Impact of the Introduction of the Computer on the Secretarial Profession**](https://sparklyn.com.ng/the-impact-of-the-introduction-of-the-computer-on-the-secretarial-profession-2686-d)

[**A Survey of the Management Problems of Business Centres**](https://sparklyn.com.ng/a-survey-of-the-management-problems-of-business-centres-2709-d)

[**A Study of the Role and Performance Effectiveness of Professional Secretaries in Selected Government Metropolis (A Study of Three Selected Government Parastatals)**](https://sparklyn.com.ng/a-study-of-the-role-and-performance-effectiveness-of-professional-secretaries-in-selected-government-metropolis-a-study-of-three-selected-government-parastatals-2713-d)

[**The Effects of Office Environment on Secretary’s Productivity**](https://sparklyn.com.ng/the-effects-of-office-environment-on-secretarys-productivity-2710-d)

[**Contributions of Technological Advancement Towards the Job Satisfaction of Secretaries**](https://sparklyn.com.ng/contributions-of-technological-advancement-towards-the-job-satisfaction-of-secretaries-2673-d)

[**The Impact of Industrial Work Experience on Student Department Secretarial Studies**](https://sparklyn.com.ng/the-impact-of-industrial-work-experience-on-student-department-secretarial-studies-2702-d)

[**Identification of Social Skills Needed by Secretaries in the Information Age**](https://sparklyn.com.ng/identification-of-social-skills-needed-b-24279-d)

[**An Analysis of the Performances of Modern Secretaries in Ibeto Group of Companies**](https://sparklyn.com.ng/an-analysis-of-the-performances-of-modern-secretaries-in-ibeto-group-of-companies-2700-d)

[**A Comprehensive Review of the Factors That Improve the Advancement of Secretaries in Business Organizations**](https://sparklyn.com.ng/a-comprehensive-review-of-the-factors-that-improve-the-advancement-of-secretaries-in-business-organizations-2668-d)

[**A Survey of the Implements of an Automated Office**](https://sparklyn.com.ng/a-survey-of-the-implements-of-an-automated-office-2714-d)

[**A Survey of Factors That Influence the Performance of Secretaries in Private Organization**](https://sparklyn.com.ng/a-survey-of-factors-that-influence-the-performance-of-secretaries-in-private-organization-2695-d)

[**The Impact of Human Relations on the Job Performance of Secretaries in Financial Institutions**](https://sparklyn.com.ng/the-impact-of-human-relations-on-the-job-performance-of-secretaries-in-financial-institutions-2661-d)

[**The Challenges and Prospects of Secretarial Profession in This Modern Technological Era**](https://sparklyn.com.ng/the-challenges-and-prospects-of-secretarial-profession-in-this-modern-technological-era-2684-d)

[**A Study of Effects of Frustration on Nigerian Secretaries**](https://sparklyn.com.ng/a-study-of-effects-of-frustration-on-nigerian-secretaries-2666-d)

[**Investigation Into Factors Responsible for Downiturn in Male Students Enrollment in Secretarial Studies**](https://sparklyn.com.ng/investigation-into-factors-responsible-for-downiturn-in-male-students-enrollment-in-secretarial-studies-2696-d)

[**Self Organisation and Time Management Skills Needed by Modern Secretaries for Successful Job Performance in the Banking Industry**](https://sparklyn.com.ng/self-organisation-and-time-management-skills-needed-by-modern-secretaries-for-successful-job-performance-in-the-banking-industry-2664-d)

[**Problems of Filling and Correspondence in Nigerian Institutions (A Case Study of I.M.T Enugu)**](https://sparklyn.com.ng/problems-of-filling-and-correspondence-in-nigerian-institutions-a-case-study-of-imt-enugu-2663-d)

[**The Effect of Inadequate Computers in Secretarial Training**](https://sparklyn.com.ng/the-effect-of-inadequate-computers-in-secretarial-training-2711-d)

[**The Effect of Office Environment on the Moral and Productivity of Secretaries in Business Organizations**](https://sparklyn.com.ng/the-effect-of-office-environment-on-the-moral-and-productivity-of-secretaries-in-business-organizations-2651-d)

[**An Identification of the Effects of Computer Literacy on Modern Secretaries in NEPA**](https://sparklyn.com.ng/an-identification-of-the-effects-of-computer-literacy-on-modern-secretaries-in-nepa-424-d)

[**Effects of Communication Barriers in Achieving Organizational Goals**](https://sparklyn.com.ng/effects-of-communication-barriers-in-achieving-organizational-goals-2680-d)

[**Causes of Job Dissatisfaction among Secretaries**](https://sparklyn.com.ng/causes-of-job-dissatisfaction-among-secretaries-23590-d)

[**The Impact of Role of Secretaries on Improving the Services Rendered by PHCN**](https://sparklyn.com.ng/the-impact-of-role-of-secretaries-on-improving-the-services-rendered-by-phcn-2692-d)

[**Causes and Effects of Job Dissatisfaction of Secretaries**](https://sparklyn.com.ng/causes-and-effects-of-job-dissatisfaction-of-secretaries-2642-d)

[**The Effect of Industrial Work Experience on Student in Tertiary Institution**](https://sparklyn.com.ng/the-effect-of-industrial-work-experience-on-student-in-tertiary-institution-2643-d)

[**The Strategies for Improving the Functionalities of In-Service Training of Secretaries in Modern Business Organization**](https://sparklyn.com.ng/the-strategies-for-improving-the-functionalities-of-inservice-training-of-secretaries-in-modern-business-organization-2682-d)

[**The Challenges of Modern Automation on the Job Performance of Secretaries in Financial Institutions**](https://sparklyn.com.ng/the-challenges-of-modern-automation-on-the-job-performance-of-secretaries-in-financial-institutions-2727-d)

[**The Communication Related Problems Faced by Secretaries in Public Sector**](https://sparklyn.com.ng/the-communication-related-problems-faced-by-secretaries-in-public-sector-2721-d)

[**Effects of Job Dissatisfaction on Secretaries**](https://sparklyn.com.ng/effects-of-job-dissatisfaction-on-secretaries-2693-d)

[**A Study of the Factors Affecting Secretaries Productivity in Selected Modern Business Organization**](https://sparklyn.com.ng/a-study-of-the-factors-affecting-secretaries-productivity-in-selected-modern-business-organization-2634-d)

[**The Challenges of Information and Communication Technology (ICT) to Modern Secretaries in Office Technology and Management Department**](https://sparklyn.com.ng/the-challenges-of-information-and-communication-technology-ict-to-modern-secretaries-in-office-technology-and-management-department-2728-d)

[**A Comparative Study of the Role of Small and Medium Scale Enterprises in the Economic Growth of an Economy**](https://sparklyn.com.ng/a-comparative-study-of-the-role-of-small-and-medium-scale-enterprises-in-the-economic-growth-of-an-economy-2672-d)

[**An Analysis of the Occupational Schedules for Secretaries in the Civil Servant**](https://sparklyn.com.ng/an-analysis-of-the-occupational-schedules-for-secretaries-in-the-civil-servant-2665-d)

[**The Effects of Stress on the Secretary’s Job Performance**](https://sparklyn.com.ng/the-effects-of-stress-on-the-secretarys-job-performance-2703-d)

[**Challenges of Secretaries in Model Financial Houses**](https://sparklyn.com.ng/challenges-of-secretaries-in-model-financial-houses-2656-d)

[**The Role of Customer Relationship in Office Technology Management (OTM)**](https://sparklyn.com.ng/the-role-of-customer-relationship-in-office-technology-management-otm-2715-d)

[**Effects of Poor Infrastructural Facilities in the Department of Secretarial Studies**](https://sparklyn.com.ng/effects-of-poor-infrastructural-facilities-in-the-department-of-secretarial-studies-2723-d)

[**The Effects of Time Management on Secretary Efficiency and Effectiveness**](https://sparklyn.com.ng/the-effects-of-time-management-on-secretary-efficiency-and-effectiveness-2677-d)

[**An Investigation Into Factors Responsible for Down-Turn in Male Students Enrollment**](https://sparklyn.com.ng/an-investigation-into-factors-responsible-for-downturn-in-male-students-enrollment-2674-d)

[**A Survey of the High Rate of Failures in Shorthand**](https://sparklyn.com.ng/a-survey-of-the-high-rate-of-failures-in-shorthand-2669-d)

[**The Impact of the Internet on Secretarial Profession**](https://sparklyn.com.ng/the-impact-of-the-internet-on-secretarial-profession-2649-d)

[**A Comparative Study of Public and Private Schools Students Performance in Shorthand**](https://sparklyn.com.ng/a-comparative-study-of-public-and-private-schools-students-performance-in-shorthand-2652-d)

[**A Study of the Causes and Effects of Stress on Secretary’s Job Performance in Business Organizations**](https://sparklyn.com.ng/a-study-of-the-causes-and-effects-of-stress-on-secretarys-job-performance-in-business-organizations-2646-d)

[**Management Perception of B.Sc Certificate Holders and their HND Counterparts in Nigerian Civil Service**](https://sparklyn.com.ng/management-perception-of-bsc-certificate-holders-and-their-hnd-counterparts-in-nigerian-civil-service-2636-d)

[**The Influence of Communication Equipment on the Efficiency of the Secretary**](https://sparklyn.com.ng/the-influence-of-communication-equipment-on-the-efficiency-of-the-secretary-2630-d)

[**A Survey of the Roles of Retail Business Houses in Providing Employment for Secretaries in Selected Business Houses**](https://sparklyn.com.ng/a-survey-of-the-roles-of-retail-business-houses-in-providing-employment-for-secretaries-in-selected-business-houses-2688-d)

[**A Study of Job Prospects Secretaries in Some Selected Business Organisation**](https://sparklyn.com.ng/a-study-of-job-prospects-secretaries-in-some-selected-business-organisation-2635-d)

[**The Effects of Human Resources Training and Development on Workers Productivity**](https://sparklyn.com.ng/the-effects-of-human-resources-training-and-development-on-workers-productivity-2697-d)

[**Application of Shorthand Skill in Today’s Business Offices**](https://sparklyn.com.ng/application-of-shorthand-skill-in-todays-business-offices-2679-d)

[**The Status and Impact of the Secretary in the Labour Market**](https://sparklyn.com.ng/the-status-and-impact-of-the-secretary-in-the-labour-market-2650-d)

[**The Causes and Effects of Frustration on Nigerian Secretaries**](https://sparklyn.com.ng/the-causes-and-effects-of-frustration-on-nigerian-secretaries-2707-d)

[**The Role of a Secretary in Office Administration and Management**](https://sparklyn.com.ng/the-role-of-a-secretary-in-office-administration-and-management-2644-d)

[**The Effect of Manager’s Leadership Style on the Secretary’s Productivity**](https://sparklyn.com.ng/the-effect-of-managers-leadership-style-on-the-secretarys-productivity-2687-d)

[**The Use of Computer in Management Information System**](https://sparklyn.com.ng/the-use-of-computer-in-management-information-system-2671-d)

[**Identifying the Consequences of Inefficient Filing System in an Organisation**](https://sparklyn.com.ng/identifying-the-consequences-of-inefficient-filing-system-in-an-organisation-2639-d)

[**Causes of Conflict Between Secretaries and Bosses Owned Establishment**](https://sparklyn.com.ng/causes-of-conflict-between-secretaries-and-bosses-owned-establishment-2730-d)

[**The Role of Secretaries as a Public Relations Officer**](https://sparklyn.com.ng/the-role-of-secretaries-as-a-public-relations-officer-2648-d)

[**An Investigation Into the Challenges of Modern Automation on the Job Performance of Secretaries in Financial Houses**](https://sparklyn.com.ng/an-investigation-into-the-challenges-of-modern-automation-on-the-job-performance-of-secretaries-in-financial-houses-2660-d)

[**The Effects of Human Relations Policies on the Performance of Secretaries**](https://sparklyn.com.ng/the-effects-of-human-relations-policies-on-the-performance-of-secretaries-2704-d)

[**The Effect of Job Design on Secretarial Performance**](https://sparklyn.com.ng/the-effect-of-job-design-on-secretarial-performance-2638-d)

[**A Survey of Problems of Cybercafe**](https://sparklyn.com.ng/a-survey-of-problems-of-cybercafe-2681-d)

[**The Role and Effectiveness of Professional Secretaries in Selected Government Parastatals**](https://sparklyn.com.ng/the-role-and-effectiveness-of-professional-secretaries-in-selected-government-parastatals-2716-d)

[**An Identification of the Effects of Computer Literacy on Modern Secretaries**](https://sparklyn.com.ng/an-identification-of-the-effects-of-computer-literacy-on-modern-secretaries-2683-d)

[**Modern Office Equipment and their Contributions to the Success of a Business Organization**](https://sparklyn.com.ng/modern-office-equipment-and-their-contributions-to-the-success-of-a-business-organization-2732-d)

[**The Latest Communication Office Equipment and their Effect on Secretaries Profession**](https://sparklyn.com.ng/the-latest-communication-office-equipment-and-their-effect-on-secretaries-profession-2653-d)

[**A Survey of the Problems of Some Private Business Schools**](https://sparklyn.com.ng/a-survey-of-the-problems-of-some-private-business-schools-2690-d)

[**The Impact of the Internet on Secretarial Studies in Selected Business Organisations**](https://sparklyn.com.ng/the-impact-of-the-internet-on-secretarial-studies-in-selected-business-organisations-2631-d)

[**A Study of the Sociological Factors Affecting Professional Secretarial Career in Nigeria**](https://sparklyn.com.ng/a-study-of-the-sociological-factors-affecting-professional-secretarial-career-in-nigeria-2691-d)

[**Investigation into Causes of Poor Attitudes towards the Study of Secretarial Studies**](https://sparklyn.com.ng/investigation-into-causes-of-poor-attitu-24357-d)

[**The Effects of Information and Communication Technologies on the Performance of the Office Staff**](https://sparklyn.com.ng/the-effects-of-information-and-communication-technologies-on-the-performance-of-the-office-staff-2658-d)

[**Effect of Industrial Training Scheme on the Training of Office Managers in Selected Tertiary Institutions in South East Zone of Nigeria**](https://sparklyn.com.ng/effect-of-industrial-training-scheme-on-the-training-of-office-managers-in-selected-tertiary-institutions-in-south-east-zone-of-nigeria-2731-d)

[**The Challenges of Office Management Technology Profession in the Modern Technological Era**](https://sparklyn.com.ng/the-challenges-of-office-management-technology-profession-in-the-modern-technological-era-2722-d)

[**The Relevance of Industrial Work Experience to Secretarial Students**](https://sparklyn.com.ng/the-relevance-of-industrial-work-experience-to-secretarial-students-2701-d)

[**Employer’s Perception of the HND Secretarial Graduates in Selected Companies**](https://sparklyn.com.ng/employers-perception-of-the-hnd-secretarial-graduates-in-selected-companies-2633-d)

[**The Problems and Challenges of Female Secretaries and Achievement of Organization Efficiency**](https://sparklyn.com.ng/the-problems-and-challenges-of-female-secretaries-and-achievement-of-organization-efficiency-2726-d)

[**The Problems of Ineffective Communication in an Organization**](https://sparklyn.com.ng/the-problems-of-ineffective-communication-in-an-organization-2655-d)

[**Effect of Industrial Training Scheme on the Training of Office Managers**](https://sparklyn.com.ng/effect-of-industrial-training-scheme-on-the-training-of-office-managers-2729-d)

[**An Investigation Into the Contributions of Personal Secretaries to the Operational Success**](https://sparklyn.com.ng/an-investigation-into-the-contributions-of-personal-secretaries-to-the-operational-success-2654-d)

[**The Roles of Data Preservation in Enhancing the Efficiency of Secretarial Function in Selected Banks**](https://sparklyn.com.ng/the-roles-of-data-preservation-in-enhancing-the-efficiency-of-secretarial-function-in-selected-banks-2632-d)

[**A Comparative Study of Secretarial Profession in Nigeria Yesterday and Today**](https://sparklyn.com.ng/a-comparative-study-of-secretarial-profession-in-nigeria-yesterday-and-today-2667-d)

[**A Survey of Roles and Performance Effectivity of Secretaries in Modern Communication Industries**](https://sparklyn.com.ng/a-survey-of-roles-and-performance-effectivity-of-secretaries-in-modern-communication-industries-2708-d)

[**The Effect of Poor Environment on the Secretary’s Job Performance**](https://sparklyn.com.ng/the-effect-of-poor-environment-on-the-secretarys-job-performance-2712-d)

[**The Challenges of Word Processing to Secretaries in Some Elected Financial Institutions**](https://sparklyn.com.ng/the-challenges-of-word-processing-to-secretaries-in-some-elected-financial-institutions-2705-d)

[**Effectiveness of Secretary on Adequate Training with Modern Equipment**](https://sparklyn.com.ng/effectiveness-of-secretary-on-adequate-training-with-modern-equipment-2725-d)

[**A Survey of Welfare Packages Available to the Employees of the Nigeria Railway Corporation and the Effect on their Performance**](https://sparklyn.com.ng/a-survey-of-welfare-packages-available-to-the-employees-of-the-nigeria-railway-corporation-and-the-effect-on-their-performance-2678-d)

[**A Survey of the Degree of Labour Relationship Existing Between Management and Employees**](https://sparklyn.com.ng/a-survey-of-the-degree-of-labour-relationship-existing-between-management-and-employees-2657-d)

[**The Importance of Communication in Secretarial Administration**](https://sparklyn.com.ng/the-importance-of-communication-in-secretarial-administration-2717-d)

[**A Survey of the Unemployment Problems Amongst Graduate of Institution of Higher Learning**](https://sparklyn.com.ng/a-survey-of-the-unemployment-problems-amongst-graduate-of-institution-of-higher-learning-2670-d)

[**The Effects of Modern Information Technology on Yesterday’s Secretaries**](https://sparklyn.com.ng/the-effects-of-modern-information-technology-on-yesterdays-secretaries-2676-d)

[**The Effects of Poor Office Environment on the Secretary’s Job Performance**](https://sparklyn.com.ng/the-effects-of-poor-office-environment-on-the-secretarys-job-performance-2647-d)

[**Student Perception of Secretarial Profession in the Era of Information and Communication Technology**](https://sparklyn.com.ng/student-perception-of-secretarial-profes-24332-d)

[**A Survey of the Factors Responsible for Student Poor Performance in Shorthand Writing**](https://sparklyn.com.ng/a-survey-of-the-factors-responsible-for-student-poor-performance-in-shorthand-writing-2637-d)

[**The Effect of ICT on the Productivity and Career Prospects of Secretaries in Nigeria**](https://sparklyn.com.ng/the-effect-of-ict-on-the-productivity-an-24885-d)

[**The Effective Secretary; Her Roles and Challenges in the Modern Organization**](https://sparklyn.com.ng/the-effective-secretary-her-roles-and-challenges-in-the-modern-organization-2719-d)

[**Effect of Inadequate Educational Facilities on the Academic Performance of Secretarial Students**](https://sparklyn.com.ng/effect-of-inadequate-educational-facilities-on-the-academic-performance-of-secretarial-students-2645-d)

[**The Effects of Human Relations Policies on the Performance of Secretaries in Emenite Plc**](https://sparklyn.com.ng/the-effects-of-human-relations-policies-on-the-performance-of-secretaries-in-emenite-plc-2675-d)

[**Interpersonal / Human Relations Skills Secretaries Require for Effective Job Performance in Industries**](https://sparklyn.com.ng/interpersonal--human-relations-skills-secretaries-require-for-effective-job-performance-in-industries-2694-d)

[**The Effect of Communication Barriers in Organizational Success**](https://sparklyn.com.ng/the-effect-of-communication-barriers-in-organizational-success-2689-d)

[**The Study of the Effects of Stress on Modern Secretaries in NEPA Zonal Headquarters**](https://sparklyn.com.ng/the-study-of-the-effects-of-stress-on-modern-secretaries-in-nepa-zonal-headquarters-2698-d)

### [Click here to view more proposal topics](https://sparklyn.com.ng/secretarial-administration-project-and-seminar-material)

### For other departmental proposal topics - [Click here](https://sparklyn.com.ng/project-and-seminar-materials)

### All Right Reserved | Sparklyn Services © 2022