

ACADEMIC ACHIEVEMENT OF SECRETARIAL GRADUATES AND THEIR PERCEIVED JOB COMPETENCE.

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ABSTRACT

This study reported the relationship between the academic achievement of secretarial education graduates and their perceived level of job competence. Twenty-four secretaries who graduated from the three levels of tertiary institutions offering secretarial programme and working in Edo State of Nigeria constituted the study sample. An instrument titled: “Academic Achievement and Job Competence Questionnaire” (AAJCQ) was used to collect data. Percentages, frequency count, mean and chi-square statistics was used to analyze the data generated. The study revealed that though their employers’ substantially rated the graduates as having high level of job competence, it was however not related to their class of qualification. Based on this it was recommended

that skill acquisition aspect of secretarial education programme should be emphasized.