

## Videos for CIS 149

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1. Typical Day for Administrative Assistant

[https://www.youtube.com/watch?v=R6VJlMHfO\\_4](https://www.youtube.com/watch?v=R6VJlMHfO_4)

2. How to become an Administrative Assistant without any experience

<https://www.youtube.com/watch?v=ufbZq9amLPA>

3. Executive Assistant Tools And Tips For Organisational Perfection

<https://www.youtube.com/watch?v=Aa760KuOkrA>

4. Taking notes – look up Prasanth Nair, founder & CEO of Double Gemini has workshop on how to do this properly. Double Gemini website

<https://www.youtube.com/watch?v=Aa760KuOkrA>

5. Hybrid – Google Chrome extension –

[https://chromewebstore.google.com/detail/hybryd/cffgpakggoalogfphhpimjephcmlcda?utm%5B%E2%80%A6%5Dwto&utm\\_medium=email&utm\\_campaign=launch\\_test&utm\\_id=EAhowto&pli=1](https://chromewebstore.google.com/detail/hybryd/cffgpakggoalogfphhpimjephcmlcda?utm%5B%E2%80%A6%5Dwto&utm_medium=email&utm_campaign=launch_test&utm_id=EAhowto&pli=1)

6. Business Etiquette

<https://www.youtube.com/watch?v=GqQYS50TyfM>

7. Business Card Etiquette

<https://www.youtube.com/watch?v=Bfg05OiT-yw>

8. Dining Etiquette

<https://www.youtube.com/watch?v=fypq2qhRZnl>

9. Men's dress for interview

<https://www.youtube.com/watch?v=wRgrx2o-cvs>

10. Women's dress for interview

<https://www.youtube.com/watch?v=cpMQLe2pCD0>