

Certified Secretary Exams

Clark County Community College has been designated as an examination center for the 1973 Certified Professional Secretary (CPS) examinations May 4-5, according to Dr. R. Stephen Nicholson, the college's executive vice president.

Nicholson said the community college is the only Nevada center designated to administer the two-day, six-part test and one of 141 national centers authorized for CPS testing by the National Secretarial Association.

More than 6000 secretaries in the U.S. have earned the right to use CPS designation by passing the comprehensive exam which covers business and public policy, office procedures, the economics of management, financial analysis and business mathematics, communications and decision making, and environmental relationships in business.

The yearly exam is open to all secretaries who meet specific educational requirements in combination with verified secretarial experience. Beverly Funk, community college instructor, will administer the test and can be contacted for further information.

Students wishing to prepare for the 1974 CPS exams can now enroll in a variety of classes and career programs at the community college. Two year associate degree programs are available in secretarial administration and general office; one year certificate programs are offered in secretarial administration provides advance training in the skills and supervisory areas of general and specialized office employment. Students complete course work in typing, shorthand, record management, business communications, accounting, and executive office procedures, in addition to basic core requirements and business electives.

The general office associate program is designed for students planning business office careers and offers a broad background in business and general education.

The one-year certificate programs are a-

available for students seeking immediate employment in office occupations at a level comparable to clerk typist. The emphasis is on stenographic skills.

Several of the college's secretarial classes are offered in the "Open College," a series of individualized classes which allow students to register and begin at any time they are ready, work at their own pace, and complete the course requirements without the pressure of artificially imposed time restrictions. Registration is continuous Monday through Friday.

Individualized classes available include business machines, typing, shorthand, business etiquette, and telephone techniques.

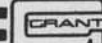
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