

**INDIANA UNIVERSITY AT SOUTH BEND**  
1825 North Side Boulevard  
South Bend, Indiana 46615

**CONTINUING EDUCATION**  
101 Greenlawn Hall  
Tel.: 282-2341, Ext. 261, 262

**CERTIFIED PROFESSIONAL SECRETARY ®**

“The recognized standard of proficiency in the secretarial profession”

**CREDIT PROGRAM (Under the Division of General and Technical Studies):**

**Areas Covered in the Certified Professional Secretary Examination**

**NON-CREDIT PROGRAM (Under the Office of Continuing Education):**

**Review Seminars for the Certified Professional Secretary Examination**

Spring Semester, 1971

Registration: Weeks of Feb. 1 and Feb. 8

*PLEASE SHARE THIS ANNOUNCEMENT WITH YOUR FRIENDS*

ENROLLMENT FORM

CERTIFIED PROFESSIONAL SECRETARY PROGRAM

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

Please indicate the course or courses in which you wish to enroll:

**TBUS W250 -- BUSINESS ADMINISTRATION FOR SECRETARIES (1½ credits) [ ]**

**TBUS C250 -- SECRETARIAL PROCEDURES (1½ credits) [ ]**

**CERTIFIED PROFESSIONAL SECRETARY SEMINAR III (non-credit) [ ]**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

*Payment must be made at registration*

# PROFESSIONAL SECRETARY PROGRAM

Within the program of study for the CPS Examination, six courses are offered, each for 1½ credits under the Division of General and Technical Studies of Indiana University. The program covers all six of the examination areas. Three nine-week non-credit seminars provide an opportunity for a comprehensive examination review.

## CLASS SCHEDULE SPRING SEMESTER, 1971

**BUSINESS ADMINISTRATION FOR  
SECRETARIES, TBUS W250** 1½ cr.

Tuesday, 8:10—9:50 p.m.  
15 sessions beginning Feb. 9  
Instructor: Mr. Jack Durben

**SECRETARIAL PROCEDURES, TBUS  
C250,** 1½ cr.

Wednesday, 6:40—8:20 p.m.  
15 sessions beginning Feb. 10  
Instructor Sr. Ann V. Hillers

**CERTIFIED PROFESSIONAL SECRETARY  
SEMINAR III, Non-credit.**

Wednesday, 8:30—10:00 p.m.  
9 sessions beginning Feb. 17  
Instructor: Sr. Ann V. Hillers

**FEES (Payable in full at registration):**

Credit Courses: \$30, In-State  
\$60, Non-State

Non-Credit Seminar: \$15

**REGISTRATION:**

Credit Courses: IUSB Registration Period and  
Procedure

Non-Credit Seminar: Weeks of Feb. 1 and Feb. 8,  
Office of Continuing Education

**INDIANA UNIVERSITY AT SOUTH BEND  
OFFICE OF CONTINUING EDUCATION  
101 GREENLAWN HALL  
SOUTH BEND, INDIANA 46615**

**PROFESSION/**

Within the prog  
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covers all six

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