



GV Executive Assistant Certificate Certified Professional Secretary Exam Preparation

12 weeks 25 lessons/wk, 300 lessons

2009 sessions: February 9-May 1, 2009 (Exam date: May 2)

August 17-November 6, 2009 (Exam date Nov.7)

Limited seats available

This 12-week intensive program is designed for Intermediate-Advanced ESL learners interested in attaining certification from the International Association of Administrative Professionals. It is also suitable for those wanting to increase their knowledge and skills in the area of office administration and the key position of Executive Assistant. The Certificate Program prepares students for the Certified Professional Secretary (CPS) Exam in the following areas:

Office Systems & Technology: software usage; business document design & reproduction

Office Administration: managing equipment & supplies; records management; communication skills

Management: human resources issues; accounting procedures; time management; presentation skills

Successful participants will receive a GV Executive Assistant Certificate. Successful completion of the CPS exam and fulfillment of all work and study requirements will give students the official IAAP designation of Certified Professional Secretary .

**Classes will be held at the Global Village Career Training Centre
Mon.-Thurs. 8:45 AM to 2:10 PM; Fri. 8:45-12:20**

Registration Fee:	\$ 125.00
Tuition (12 weeks):	3,300.00
Exam & Materials included)	900.00
	\$4,325.00
Optional Practicum	\$1,200.00 *8 weeks minimum

For more information and applications, visit the Registration Office at

**Suite 101, 888 Cambie Street or contact: Kathleen Larkey; Director,
Specialized Programs: klarkey@gvenglish.com**

Global Village Career Training Centre is at Suite 101, 888 Cambie St. Vancouver BC V6B 2P6