

## ***Certified Professional Secretary Test***

A new class for legal secretaries and another, aimed at assisting secretaries planning to take the Certified Professional Secretary examination, will be offered on the Anchorage Community College campus, beginning Tuesday, Jan. 16.

A three-credit class, "Legal Procedures," Secretarial Science 294, will instruct the duties and responsibilities of the legal sec-

retary, including preparation of legal documents and the methods used to process the documents through the court system.

The course will be taught Tuesday, evenings 6:30 p.m. by Donna Bohner, CPS, an experienced legal secretary, and a former president of the Anchorage Chapter of the National Secretaries Association.

Another one-credit class, B.A. 294, "Elements of Business Operation," will be taught beginning Jan. 16, for a total of *five* Tuesday evening meetings, from 7 p.m. to 10 p.m.

The course, which teaches business organization and procedures, is aimed primarily for secretaries who wish to take the Certified Professional Secretary examination. The class will be taught by Richard M. Pittenger.

Registration for both courses will be on the first class meeting.