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1973 Annual Certified Professional Secretary Examination at the University of Dayton

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DAYTON, Ohio, April 19, 1973 --- The University of Dayton, through Velma Miller, Chairman, Executive Secretarial Studies Department, will serve as an examination center for the 1973 annual Certified Professional Secretary Examination on Friday and Saturday, May 4 and 5.

UD is one of 141 centers for the two-day six-part examination, taken each year by approximately 3,000 secretaries in the U.S., Canada and Puerto Rico.

The examination's six parts include Environmental Relationships in Business; Business and Public Policy; Economics of Management; Financial Analysis and Mathematics of Business; Communications and Decision Making; and Office Procedures. To date 6,188 have earned the right to use CPS designation.

The examination is open to all secretaries who meet specific educational requirements in combination with specified years of verified secretarial experience.

Applications for the 1974 test are now being accepted by the Institute for Certifying Secretaries, 616 East 63 Street, Kansas City, Missouri, 64110.