Secretarial Studies

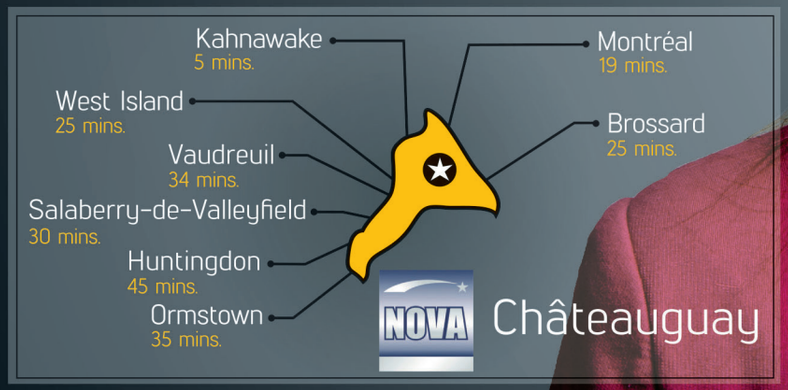
Amanda Rodrigues

Did You Know?

- Secretaries are among the occupations currently in highest demand all over Québec.
- Due to advanced and changing office technologies, employers are insisting that their office personnel hold diplomas from recognized institutions.

We are Close To Home

Our Secretarial Studies Program is available at the NOVA Career Centre located in the vibrant city of Châteauguay, Québec. We offer a wide variety of top-notch Vocational Training Programs in the heart of southwest Québec minutes away from Montréal. The knowledgeable teaching staff at NOVA ensures that every student receives the attention they need. The number of students in our classes is kept small, creating a learning environment more tailored to your individual needs, while encouraging more collaboration among students.



NOVA Career Centre
70 Maple, Châteauguay, Québec J6J 3P8

call **450-691-2540**
or email us **nova@nfsb.me**

nfsb CONTINUING EDUCATION

The journey begins with **you.**

www. **nfsb.me**

New Frontiers School Board

Secretarial Studies

About the program

Ask any company and they will tell you: secretaries are vital to a healthy office environment. From administrative tasks, to office management, to the planning and coordination of events, secretaries play a vital role in keeping a business running smoothly. The Secretarial Studies program can be completed in approximately one year. You will develop computer proficiency using the most up-to-date software including: Word, Excel, and Access. Visual aids, demonstrations, and hands-on practical activities are the focus of the teaching/learning path. You will acquire the principles of professional business practices, focusing on current office trends, effective written and oral communication, business meeting protocols, as well as basic accounting concepts using software like Simply Accounting.

Skills you will learn

- designing the visual format of a document
- use of the basic and advanced functions of Microsoft Office and spreadsheet software
- effective communication in a business or office setting
- updating and maintaining files and preparation of business meetings

The journey begins with **you.**

Amanda Rodrigues

"You paved a one-way path to my future and I walked the other way. I march to the beat of my own drum and I CHOOSE ME."

Questions? Please contact:
nova@nfsb.me

How We Support You

Our counsellors are always available to discuss your goals. You can also be **Student for a Day** and experience the program before making a decision.

- A Loans and Bursaries Program is available for qualified applicants
- Emploi-Québec benefits may be extended by returning to school
- Subsidized by the ministère de l'Éducation, du Loisir et du Sport du Québec
- Bus transportation may be available to students in the Châteauguay Valley
- Bus passes provided for students travelling from Montréal to Châteauguay

Tuition is Free

There is a small fee each semester, plus the cost of books and materials.

Register*

online
www.**nfsb.me/aa**
by phone
450-691-2540

*Open to all legal residents of Québec 16 years of age as of June 30th