

YOUR LEARNING EXPERIENCE IS COMPLETE — AND IT ALL HAPPENS IN THE COMFORT OF YOUR HOME.



Our tuition price includes all you need to complete your training...books, study guides, and learning aids. You work independently, but not alone. Expert instructors and a helpful support staff are available by message board, email, fax, mail, or phone. As a Penn Foster student, automated services such as grade and status reports are available on our secure website and by phone. Please refer to the enclosed Program Outline for a comprehensive list of study topics and learning materials — all included with your complete Administrative Assistant Program!

YOU CAN BEGIN TODAY!

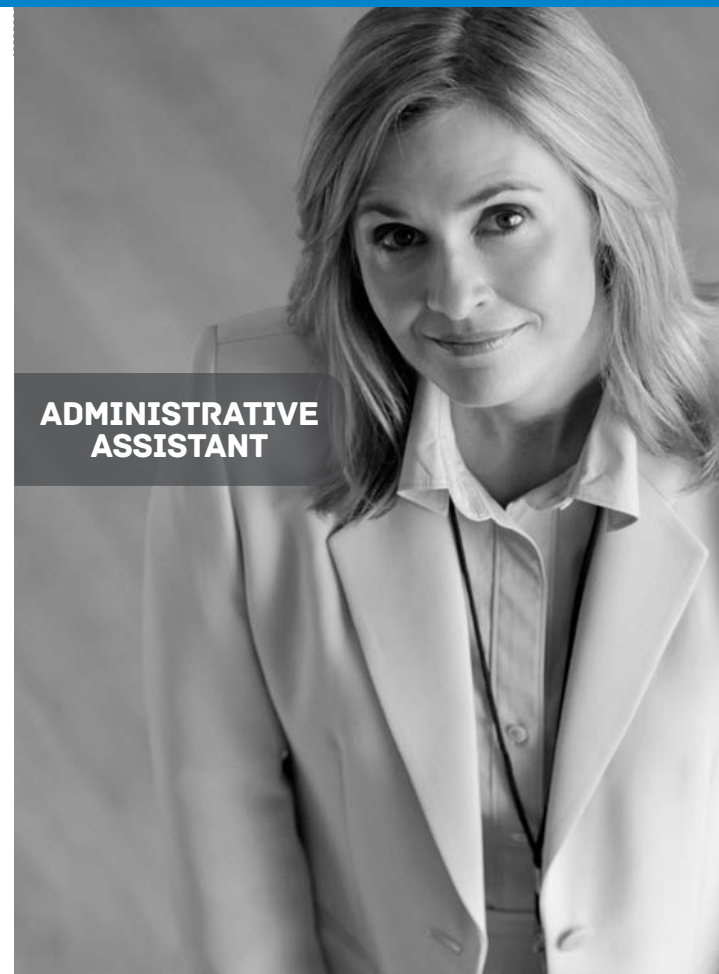
Choose one of these four ways to enroll in the Administrative Assistant Career Diploma Program:

- Enroll online at www.AdminAsst.PennFosterGlobal.com and begin earning your Career Diploma immediately.
 - By fax at **1-570-702-8380**; if you choose to pay by credit card or Western Union, complete and fax the enclosed Student Enrollment Form (both sides).
 - Return your completed Enrollment Form by mail.
 - Call **1-570-961-4195**.

Your first Instruction Set will be sent to you as soon as your enrollment has been accepted. Other Instruction Sets will follow as you complete your exams.

Learn at your own pace. You'll receive everything listed on the Program Outline.

Contact us today and begin to build the career and lifestyle you want.



ADMINISTRATIVE ASSISTANT

PENN FOSTER

P.O. Box 1900, Scranton, PA 18501-1900
United States of America
Tel: 1-570-961-4195 Fax: 1-570-702-8380
www.PennFosterGlobal.com

learn more. do more. be more 

YOUR FUTURE AS AN ADMINISTRATIVE ASSISTANT.

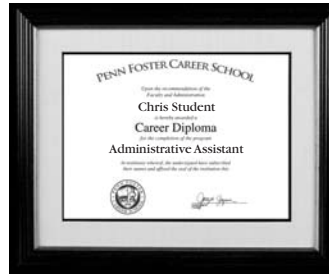
You can join the ranks of trained Administrative Assistants now working around the world, in as little as six months with distance training from Penn Foster Career School. Here are just a few of the options available when you complete your Career Diploma program:

- Become an administrative assistant and provide training and orientation for new staff, conduct research on the Internet, and operate and troubleshoot new office technologies.
- Serve as an information manager for an office and organize and maintain paper and electronic files, manage projects, and communicate via the telephone, postal mail, and email.
- Become an executive assistant and arrange conference calls, schedule meetings, make travel arrangements, and supervise the staff.
 - Work part-time, telecommute, or work for a temporary agency.

IAAP® Membership - Students in the Penn Foster Administrative Assistant Program qualify for a free membership in the International Association of Administrative Professionals® (IAAP®), the world's premier organization for office professionals.

PREPARE FOR A REWARDING, HIGH-SALARY CAREER.

There is always a demand for men and women with the skills to provide high-level support for executives. Whether working for a law firm, a large corporation, or a medical facility, as an Administrative Assistant, you'll earn good money in a career you can be proud of!



IT PAYS TO CONTINUE YOUR EDUCATION.

The need for training and retraining in new skills for today's changing job market has motivated many adults to continue their education.

Penn Foster addresses this growing need with Career Diploma programs like the Administrative Assistant Program. Preparing for your new career is easy and convenient because:

- There is no going to class, no need to rearrange schedules. You choose the time and place to complete your coursework.
- You work at your own pace — as quickly as you like — and you don't have to take time from job and social responsibilities.
- The learning materials you need are sent directly to you for your convenience.
- You can study online, through the printed page, or a combination of both. You decide which method matches your learning style.
- You can also download study materials, submit assignments, take exams, email your instructor, check your grades, or review your student records online.
- You need no previous experience, just a Secondary School or High School Diploma, or equivalent.

PENN FOSTER CAREER SCHOOL IS ACCREDITED.

- Accredited for non-degree granting postsecondary programs by the **Commission on Secondary Schools of the Middle States Association of Colleges and Schools**, 3624 Market Street, Philadelphia, PA, 215-662-5603, www.csa-msa.org.
- Accredited by the Accrediting Commission of the **Distance Education and Training Council (DETC)**.
- As an **International Association for Continuing Education and Training (IACET)** Authorized Provider, Penn Foster Career School offers CEUs for its programs that qualify under IACET guidelines.

