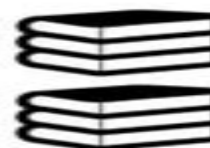


What's On The CAP?

The IAAP Certified Administrative Professional exam is an assessment-based professional certification to certify office management and business administrative professionals. The CAP exam includes 7 functional area domains.

**Organizational Communication****Office & Records Management****Business Writing & Document Production****Event & Project Management****Financial Functions****Technology & Information Distribution****Human Resources**

The CAP exam includes 300 multiple-choice questions.

Test Section**% Of Questions**

Organizational Communications	25%
Business Writing & Document Production	20%
Technology & Information Distribution	15%
Office & Records Management	15%
Event & Project Management	12%
Human Resources	8%
Financial Functions	5%



Scores

The pass / fail cut-score is determined by using a scaled score of 500. A score of 500 or higher indicates the candidate has passed the exam.

The CAP exam is offered two times per year over 11 to 12 day period. The exam is offered once in the Spring and once in the Fall.

Testing appointments are scheduled on a "first come, first served" basis

Time

**3.5 hours**

Fees



Spring Exam:
IAAP Member: \$350
Non-member: \$525

Fall Exam:
IAAP Member: \$375
Non-member: \$560

Cap Study Guide Exam

Lewis Morris



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TOGETHER WITH other sources of information to prepare for the exams The exams are not difficult provided that you are experienced in office administration **CAP Certified Administrative Professional Exam Study Guide 2013**

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personnel and as backend personnel They need to be good communicators They need to adapt to different personalities and work styles of bosses and peers This product provides extensive and in depth coverage on a wide variety of business and office management topics to help you prepare for the exam If you are new to office procedures and administration use this study guide TOGETHER WITH other sources of information to prepare for the exams The exams are not difficult provided that you are experienced in office administration If you are not then lots of readings would have to be done This book includes full coverage of the TA specialty MS Word option *CAP Exam Success* Lewis Morris,2018-10-27 Now you can instantly improve your score on the CAP Exam Ever wonder why learning comes so easily to some people This remarkable workbook reveals a system that shows you how to learn faster easier and without frustration By mastering the hidden language of the exam you will be poised to tackle the toughest of questions with ease We ve discovered that the key to success on the Certified Administrative Professional exam lies with mastering the Insider s Language of the subject People who score high on their exam have a strong working vocabulary in the subject tested They know how to decode the exam vocabulary and use this as a model for test success People with a strong CAP Exam Insider s Language consistently Perform better on the IAAP CAP Exam Learn faster and retain more information Feel more confident in their preparation Perform better at work Gain more satisfaction in learning The Certified Administrative Professional Success Guide is different from traditional review books because it focuses on the exam s Insider s Language It is an outstanding supplement to a traditional review program It helps your preparation for the exam become easier and more efficient The strategies puzzles and questions give you enough exposure to the Insider Language to use it with confidence and make it part of your long term memory The IAAP CAP Success Guide is an awesome tool to use before a course of study as it will help you develop a strong working Insider s Language before you even begin your review Learn the Secret to Success on the CAP Exam After nearly 20 years of teaching Lewis Morris discovered a startling fact Most students didn t struggle with the subject they struggled with the language It was never about brains or ability His students simply didn t have the knowledge of the specific language needed to succeed Through experimentation and research he discovered that for any subject there was a list of essential words that when mastered unlocked a student s ability to progress in the subject Lewis called this set of vocabulary the Insider s Words When he applied these Insider s Words the results were incredible His students began to learn with ease He was on his way to developing the landmark series of Books and applications to teach this Insider s Language to students around the world Our books and applications are helpful to any student They are especially helpful to struggling students English language learners and students beginning a course of study The strongest students will also enjoy the puzzle and game aspect of the books In all cases the books provide an enjoyable break from the tedious and mundane experience of traditional test preparation Get your copy today **CAP Administrative Professional Certification with Technology Applications Specialty in Outlook Exam Study Guide 2015/16** Examreview,2015-12 According to the International

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