

**CERTIFIED ADMINISTRATIVE PROFESSIONAL (CAP)
2011 ADVANCED ORGANIZATIONAL MANAGEMENT
REVIEW COURSE
SYLLABUS**

All classes are from 6-8 pm and students are required to read the chapters indicated prior to the class. Homework may be assigned and could include additional research and/or reading outside the course book. The instructor may alter or change this syllabus during the course to better facilitate learning. Students may bring snacks or dinner to the course. Any other questions, please contact your facilitator.

March 7 – CLASS #1

CHAPTER 1, CRITICAL THINKING
CHAPTER 2, STRATEGIC PLANNING

March 21 – CLASS #2

CHAPTER 3, ALLOCATING RESOURCES

March 28 – CLASS #3

CHAPTER 4, MENTORING & TRAINING

April 4 – CLASS #4

CHAPTER 5, CONDUCTING RESEARCH
CHAPTER 6, ORGANIZATIONAL LEADERSHIP

April 11 – CLASS #5

CHAPTER 7, TEAM BUILDING

April 18 – CLASS #6

CHAPTER 8, SOLVING PROBLEMS & RESOLVING CONFLICT
CHAPTER 9, CONDUCTING MEETINGS

April 25 – CLASS #7

CHAPTER 10, COMMUNICATION
CHAPTER 11, LEGAL ISSUES IN COMMUNICATION

May 2 – CLASS #8

CHAPTER 12, PROFESSIONAL PROTOCOL

May 9 – CLASS #9

MOCK EXAM