



*Coming in January 2011*

**CPS & CAP REVIEW CLASSES**



**OFFERED BY**

**Arlington Golden Circle Chapter**

***Who?***

Anyone interested in taking the Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) exam in May 2011. Everyone interested in growing professionally! These classes will offer you the opportunity to grow in your professional skills, even if you are not planning on taking the exam.

***When?***

**CPS exam has 3 parts; CAP exam requires a 4th part**

Session I (CPS)- Office Administration- January 10 to February 28, 6-8 p.m.

Session II (CPS)- Office Systems and Technology- January 20 to March 3, 6-8 p.m.

Session III (CPS)- Management- March 10 to April 28, 6-8 p.m. (No class March 17-Spring Break)

Session IV (CAP)- Advanced Organizational Management - March 7 to May 9, 6-8 p.m.

(On Monday, March 14, the CAP class will not meet due to Spring Break.)

***Where?***

UT Arlington, Wetsel Building  
1225 W. Mitchell St., Room 200  
Arlington

***How Much?***

**MEMBERS:** \$45 per session

**NON-MEMBERS:** \$55 per session

**\*Registration deadline is Monday, January 3, 2011. Minimum of 8 registrants per session required.**

- You will need to purchase your own book for each course. Some books may be available for sale from other members.
- You may go to [http://vig.pearsoned.com/store/home/1,1205,store-14800\\_id-5,00.html](http://vig.pearsoned.com/store/home/1,1205,store-14800_id-5,00.html) to purchase the study materials.
- Registration form is available online at <http://www.iaap-arlington.org>
- Interested? Want more information? Contact our Certification Committee Chair Lauren Rosales CPS at [lauren.rosales@twc.state.tx.us](mailto:lauren.rosales@twc.state.tx.us)