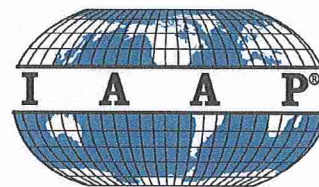


CERTIFIED ADMINISTRATIVE PROFESSIONAL (CAP) & OFFICE MANAGEMENT (OM) PREP CLASSES

The International Association of Administrative Professionals (IAAP), in cooperation with Normandale Community College Continuing Education, is holding a series of preparatory classes for the CAP/OM exam. The entire twelve-week course consists of:



International Association of
Administrative Professionals®

MODULE 1 – Resource Management \$99	
• Communications I	2/6/12–2/21/12
• Communications II	Mon (one Tue)
• Organization & Planning	6pm–9pm

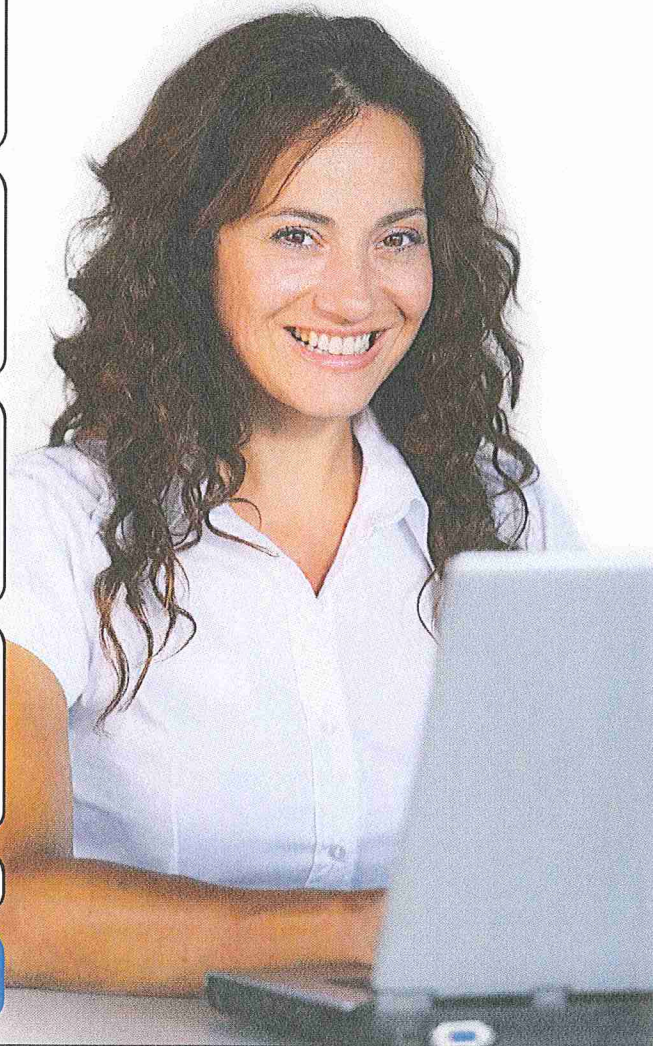
MODULE 2 – Administrative Management \$99	
• Information Distribution	2/27/12–3/12/12
• Records Management	Monday
• Physical Information & Resources I	6pm–9pm

MODULE 3 – Managerial Org. and Planning \$99	
• Physical Information & Resources II	3/19/12–4/2/12
• Document Production	Monday
• Financial Functions	6pm–9pm

MODULE 4 – Managerial Communication \$99	
• Open Class	4/9/12–4/23/12
• Human Resources	Monday
• Final Review	6pm–9pm

MOCK EXAM <i>(Date and time to be determined)</i>	\$25
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OR Register for all modules plus mock exam for only **\$350** A \$75 SAVINGS!



Visit <http://normandale.augusoft.net> and search for "CAP/OM Test Preparation" (with quotes) for course information and to register.

For more information on course content, contact gayleq1224@gmail.com or jodyturek@gmail.com.

For scheduling, payment, and other general course information, contact jeff.hudson@normandale.edu.