

CAP & OM Test Preparatory Classes

**Wednesdays
Beginning 08/10/2011**

6:30 – 9:30 pm
at
Normandale Community
College Continuing Education

CAP Preparation & OM Foundation

12 week course includes:

Four 3-week classes
Three modules each

Class Structure:

Instruction
Activities
Test

**In cooperation with
Normandale
Community College
Continuing Education**

FOR MORE INFORMATION
CONTACT:

Jeff.Hudson@normandale.edu

or

bshawCAP@comcast.net



CLASSES / MODULES

RESOURCES MANAGEMENT

- Physical Resources
- Information Resources
- Human Resources

ADMINISTRATIVE MANAGEMENT

- Document Production
- Records Management
- Information Distribution

MANAGERIAL ORGANIZATION & PLANNING

- Organizational Planning
- Financial Functions
- Administration

MANAGERIAL COMMUNICATION

- Team Skills
- Communication I
- Communication II

MOCK EXAM

**Metcalf and IAAP
suggested review texts
are not included in
the cost of the classes**



**International Association of
Administrative Professionals™**

ALL 4 CLASSES - \$250.00!! (INCLUDES MOCK EXAM)

Individual Classes \$75.00 (INCLUDES MOCK EXAM)

Mock Exam \$10.00