

Review Classes Information

The Knoxville Chapter of the International Association of Administrative Professionals® (IAAP) conducts classes to help prepare for the CPS/CAP exams. The classes are held one night per week, three hours per night, beginning in July and proceeding through April, leading to the annual May exam. (There are no classes held in November or December.)

The classes are arranged in group sessions of from three to five weeks each, covering the individual subjects on the exam. Each session is priced separately. While it is recommended that those preparing for the exam take all the classes, it is not required. Students may pick and choose which subjects they feel are most needed, and may join the classes at the beginning of any session. There is no pro-rating for classes missed in any single group session, but the instructor will make every effort to help those who must miss classes keep caught up.

There are three textbooks required for the CPS classes, and a fourth one for the CAP classes. Students are urged to purchase the books before classes begin.

Operating costs do not allow us to offer a second complete set of classes leading to the November exam. However, students starting classes in July and wishing to take the November exam will be assisted as much as possible. A three-evening "crash course" in Accounting Procedures and Analysis is offered for this purpose in October.

All classes are held at the Fairview United Methodist Church in North Knoxville. Ample free parking is available.

For more information on classes or textbooks, or to reserve a space, contact Cheryl Hodge, CPS/CAP, at 974-5151 or chodge1@utk.edu.

**Fairview United Methodist Church
2800 Fairview Street
Knoxville TN 37917**

The church is located in North Knoxville, near St. Mary's Hospital. Please contact Cheryl Hodge for directions.

IMPORTANT DATES

June 26, 2010—Summer Mock Exam, 9:00 am—4:00 pm, \$35*

August 15, 2010—deadline to apply for November Exam

November 5, 2010—CAP Exam (Part 4)

November 6, 2010—CPS Exam (Parts 1, 2, 3)

February 5, 2011—Winter Mock Exam, 9:00 am—4:00 pm, \$35*

February 15, 2011—deadline to apply for May Exam

May 6, 2011—CAP Exam (Part 4)

May 7, 2011—CPS Exam (Parts 1,2,3)

***Mock exam fee includes light breakfast, lunch, discussion of correct answers with proctor, and a copy of all materials used.**

Certified Professional Secretary®/ Certified Administrative Professional® EXAM REVIEW CLASSES

2010-2011 Class Schedule

Fairview United
Methodist Church
2800 Fairview St.
Knoxville TN 37917

Sponsored by



International Association of
Administrative Professionals®
Knoxville Chapter

CPS Review Classes
(Tuesday evenings)
5:30 pm-8:30 pm

Office Administration \$65
Records Management—28% of exam section

July 6, 2010
July 13, 2010
July 20, 2010
July 27, 2010

Office Administration \$65
Communications—72% of exam section

August 3, 2010
August 10, 2010
August 17, 2010
August 24, 2010

Office Systems & Technology \$65
Computer Hardware, Systems, and Configuration—12% of exam section
Document Layout, Design, and Reproduction—16% of exam section

August 31, 2010
September 7, 2010
September 14, 2010
September 21, 2010

Office Systems & Technology \$65
Software—60% of exam section
Managing Physical Resources—12% of exam section

September 28, 2010
October 5, 2010
October 12, 2010
October 19, 2010

SPECIAL COURSE OFFERING
Management—Accounting Procedures and Analysis \$65
Wednesday, October 6, 2010
Thursday, October 7, 2010
Friday, October 8, 2010
Offered prior to November Exam

**NO CLASSES DURING
NOVEMBER OR DECEMBER**

Management \$65
Human Resources—48% of exam section

January 4, 2011
January 11, 2011
January 18, 2011
January 25, 2011

Management \$65
Accounting Procedures & Analysis—16% of exam section

February 1, 2011
February 8, 2011
February 15, 2011
February 22, 2011
March 1, 2011

Management \$55
Time Management—12% of exam section
Communication—25% of exam section

March 8, 2011
March 15, 2011
March 22, 2011

CAP Review Classes
(Thursday evenings)
5:30 pm-8:30 pm

Advanced Organizational Management \$65
Organizational Planning—28% of exam section
Advanced Administration—24% of exam section
Team Skills - 24% of exam section
Advanced Communication—24% of exam section

September 16, 2010
September 23, 2010
September 30, 2010
October 7, 2010
October 14, 2100
October 21, 2010

CAP Review Classes
(Thursday evenings)
5:30 pm-8:30 pm

March 17, 2011
March 24, 2011
March 31, 2011
April 7, 2011
April 14, 2011
April 21, 2011

INSTRUCTORS:

Roy Hodge, CPS
Office Administration
Management

Dr. Nancy Knox, CPS
Dr. Joe Wilson
Office Systems & Technology

Janet D. Miles, CPS/CAP
Advanced Organizational Management



For more information, contact:

Cheryl Hodge, CPS/CAP

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