

CPS/CAP® Overview – Syllabus

Instructor: Jami H. Wilson, CAP

2008-2010 Birmingham Chapter Treasurer

Week Nights 6pm – 8pm, Saturdays 8am – 12pm

March 16 – April 10

Tuesday, March 16.....	Introduction
	Birmingham Chapter Regularly Scheduled Business Meeting at the Birmingham Botanical Gardens, 6 p.m. (you must RSVP)
	The Rewards of Certification
	Exam Introduction
	Format
	Suggested Review Materials
Saturday, March 27.....	Part I: Office Systems & Technology
	Computer Hardware, Systems & Configuration (12%)
	Document Layout, Design & Reproduction (16%)
	Software (60%)
	Managing Physical Resources (12%)
Monday, March 29.....	Part II: Office Administration
	Records Management (28%)
Tuesday, March 30.....	Part II: Office Administration
	Communication (72%)
Tuesday, April 6.....	Part III: Management
	Human Resources (48%)
	Time Management (12%)
Thursday, April 8.....	Part III: Management
	Accounting Procedures & Analysis (16%)
	Communication (24%)
Saturday, April 10.....	Part IV: Advanced Organizational Management
	Organizational Planning (28%)
	Advanced Administration (24%)
	Team Skills (24%)
	Advanced Communication (24%)

Sessions will consist of exam section overview, sample tests and topic discussion.

Two light snacks and bottled water will be provided on Saturdays. Vending is available on-site.