

What's On The CAP?

The IAAP Certified Administrative Professional exam is an assessment-based professional certification to certify office management and business administrative professionals. The CAP exam includes 7 functional area domains.



**Organizational
Communication**

**Office
& Records
Management**

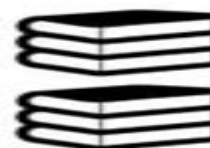


**Business
Writing
& Document
Production**

**Event &
Project
Management**



**Financial
Functions**



**Technology
& Information
Distribution**

**Human
Resources**

The CAP exam includes 300 multiple-choice questions.

Test Section

% Of Questions

Organizational Communications	25%
Business Writing & Document Production	20%
Technology & Information Distribution	15%
Office & Records Management	15%
Event & Project Management	12%
Human Resources	8%
Financial Functions	5%

Scores

The pass / fail cut-score is determined by using a scaled score of 500. A score of 500 or higher indicates the candidate has passed the exam.

The CAP exam is offered two times per year over 11 to 12 day period. The exam is offered once in the Spring and once in the Fall.

Testing appointments are scheduled on a "first come, first served" basis

Time



3.5 hours

Fees



Spring Exam:
IAAP Member: \$350
Non-member: \$525

Fall Exam:
IAAP Member: \$375
Non-member: \$560

Cap Study Guide Exam

ExamREVIEW



Cap Study Guide Exam:

CAP Exam Secrets Study Guide Cap Exam Secrets Test Prep, 2018-04-12 Includes Practice Test Questions CAP Exam Secrets helps you ace the Certified Administrative Professional Exam without weeks and months of endless studying Our comprehensive CAP Exam Secrets study guide is written by our exam experts who painstakingly researched every topic and concept that you need to know to ace your test Our original research reveals specific weaknesses that you can exploit to increase your exam score more than you've ever imagined CAP Exam Secrets includes The 5 Secret Keys to CAP Test Success Time is Your Greatest Enemy Guessing is Not Guesswork Practice Smarter Not Harder Prepare Don't Procrastinate Test Yourself General strategies and Overview including Testing Tips Certification Why Certify Information Processing Cycle Mainframe Computers Telecommunication Processors Telephone Services and Features Computer Networks Network Topologies Computer Conferences and Chat Rooms Communication Tools Coordination Tools Search Engines and Information Systems Intentional Threats to Computers E Commerce Security Systems Life Cycle Types of User Interface Databases Operations Applications Software Procurement Spreadsheets Types of Secondary Storage Panel Folding Binding Processes Planning an Office Ergonomics Lighting and Sound Control Types of System Analyses Typesetting and Digital Duplicating Desktop Publishing Electronic Commerce Record Cycle Steps Business Reports and Forms Card Systems Filing Arrangements Electronic Records Systems Retrieval Systems Protecting File Integrity Records Managers Forms Management Factors Filing Rules Geographic and Subject Filing Systems Verbal Communication Skills Voice Mail Cell Phone Etiquette Listening Sequence and much more

CAP Certified Administrative Professional Exam Study Guide 2018/19 Edition ExamREVIEW, 2018-02-25 According to the International Association of Administrative Professionals IAAP the CAP exam is offered as a single part exam This book has topics compatible with the Fall 2018 exam Organizational Communication Business Writing and Document Production Technology and Information Distribution Office and Records Management Event and Project Management Operational Functions As a CAP candidate you are expected to know almost EVERYTHING You do not have to be an expert in everything but your peers will expect you to have knowledge on almost everything Keep in mind the phrase administrative professional is a general title associated with administrative support staff you need to provide support whenever requested Support request can come from different sources and may involve different disciplines Even though you may not always need to provide hands on help you do need to know how to properly redirect and allocate the help requests to the proper places In fact administrative professionals are expected to greet and assist company visitors and customers as well as managers executives and their staff They serve BOTH as frontline personnel and as backend personnel They need to be good communicators They need to adapt to different personalities and work styles of bosses and peers This product provides extensive and in depth coverage on a wide variety of business and office management topics to help you prepare for the exam If you are new to office procedures and administration use this study guide

TOGETHER WITH other sources of information to prepare for the exams The exams are not difficult provided that you are experienced in office administration **CAP Certified Administrative Professional Exam Study Guide 2013**

ExamREVIEW,2012-09-22 According to the International Association of Administrative Professionals IAAP both the Certified Professional Secretary CPS exam and the Certified Administrative Professional CAP exam are multiple choice based Starting from Nov 2011 the CAP exam will be offered as a single part exam The CAP Examination covers a wide range of topics The new exam covers Communication Organization and Planning Information Distribution Records Management Physical and Information Resources Document Production Financial Functions Human Resources As a CAP candidate you are expected to know almost EVERYTHING You do not have to be an expert in everything but your peers will expect you to have knowledge on almost everything Keep in mind the phrase administrative professional is a general title associated with administrative support staff you need to provide support whenever requested Support request can come from different sources and may involve different disciplines Even though you may not always need to provide hands on help you do need to know how to properly redirect and allocate the help requests to the proper places Administrative professionals are expected to greet and assist company visitors and customers as well as managers executives and their staff They serve BOTH as frontline personnel and as backend personnel They need to be good communicators They need to be able to adapt to different personalities and work styles of bosses and peers There isn't any affordable official self study pack in the market so we fill the gap here by releasing the CAP ExamEssentials Study Guide The CAP ExamEssentials Study Guide provides extensive and in depth coverage on a wide variety of business and office management topics to help you prepare for the exam Our CAP Study Guide goes the expert advice way Instead of just giving you the hard facts we also give you information that covers the best tricks and practices With these information you will always be able to make the most appropriate expert judgment in the exam

CAP Administrative Professional Certification with Technology Applications Specialty in Word Exam Study Guide 2015/16
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CAP Exam Success Lewis Morris,2018-10-27 Now you can instantly improve your score on the CAP Exam Ever wonder why learning comes so easily to some people This remarkable workbook reveals a system that shows you how to learn faster easier and without frustration By mastering the hidden language of the exam you will be poised to tackle the toughest of questions with ease We ve discovered that the key to success on the Certified Administrative Professional exam lies with mastering the Insider s Language of the subject People who score high on their exam have a strong working vocabulary in the subject tested They know how to decode the exam vocabulary and use this as a model for test success People with a strong CAP Exam Insider s Language consistently Perform better on the IAAP CAP Exam Learn faster and retain more information Feel more confident in their preparation Perform better at work Gain more satisfaction in learning The Certified

Administrative Professional Success Guide is different from traditional review books because it focuses on the exam's Insider's Language. It is an outstanding supplement to a traditional review program. It helps your preparation for the exam become easier and more efficient. The strategies, puzzles, and questions give you enough exposure to the Insider's Language to use it with confidence and make it part of your long-term memory. The IAAP CAP Success Guide is an awesome tool to use before a course of study as it will help you develop a strong working Insider's Language before you even begin your review. Learn the Secret to Success on the CAP Exam. After nearly 20 years of teaching, Lewis Morris discovered a startling fact: Most students didn't struggle with the subject; they struggled with the language. It was never about brains or ability. His students simply didn't have the knowledge of the specific language needed to succeed. Through experimentation and research, he discovered that for any subject, there was a list of essential words that, when mastered, unlocked a student's ability to progress in the subject. Lewis called this set of vocabulary the Insider's Words. When he applied these Insider's Words, the results were incredible. His students began to learn with ease. He was on his way to developing the landmark series of Books and applications to teach this Insider's Language to students around the world. Our books and applications are helpful to any student. They are especially helpful to struggling students, English language learners, and students beginning a course of study. The strongest students will also enjoy the puzzle and game aspect of the books. In all cases, the books provide an enjoyable break from the tedious and mundane experience of traditional test preparation. Get your copy today. *Certified Authorization Professional Exam Examfocus Study Notes & Review Questions 2014* Examreview, 2013-11-05. The ISC2 Certified Authorization Professional CAP certification indicates a professional level of knowledge and skills on the subject of federal information system authorization. Authorization means operating a federally owned information system with formal acceptance of risk from an Authorization Officer who has the authority to make major risk-related decisions within a federal organization. The CAP exam covers security practices and federal information security protection laws as well as NIST publications and OMB regulations. Officially, there are seven knowledge domains including: 1. Understanding the Security Authorization of Information Systems, 2. Categorize Information Systems, 3. Establish the Security Control Baseline, 4. Apply Security Controls, 5. Assess Security Controls, 6. Authorize Information System, 7. Monitor Security Controls. When we develop our material, we do not classify topics the BOK way. In fact, we follow our own flow of instructions, which we think is more logical for the overall learning process. Don't worry; it does not hurt to do so as long as you truly comprehend the material. To succeed in the exams, you need to read as many reference books as possible. There is no single book that can cover everything. This ExamFOCUS book focuses on the more difficult topics that will likely make a difference in exam results. The book is NOT intended to guide you through every single official topic. You should therefore use this book together with other reference books for the best possible preparation outcome. **CAP Certified Administrative Professional Exam Study Guide 2011** ExamREVIEW.NET, 2011-04-29. According to the International Association of Administrative Professionals (IAAP), both

the Certified Professional Secretary CPS exam and the Certified Administrative Professional CAP exam are multiple choice based. Starting from Nov 2011 the CAP exam will be offered as a single part exam. The CAP Examination covers a wide range of topics. The new exam covers Communication Organization and Planning Information Distribution Records Management Physical and Information Resources Document Production Financial Functions Human Resources. As a CAP candidate you are expected to know almost EVERYTHING. You do not have to be an expert in everything but your peers will expect you to have knowledge on almost everything. Keep in mind the phrase administrative professional is a general title associated with administrative support staff; you need to provide support whenever requested. Support request can come from different sources and may involve different disciplines. Even though you may not always need to provide hands on help, you do need to know how to properly redirect and allocate the help requests to the proper places. Administrative professionals are expected to greet and assist company visitors and customers as well as managers executives and their staff. They serve BOTH as frontline personnel and as backend personnel. They need to be good communicators. They need to be able to adapt to different personalities and work styles of bosses and peers. There isn't any affordable official self study pack in the market so we fill the gap here by releasing the CAP Exam Essentials Study Guide. The CAP Exam Essentials Study Guide provides extensive and in depth coverage on a wide variety of business and office management topics to help you prepare for the exam. You may take a look at the Table of Contents by clicking [HERE](#). Our CAP Study Guide goes the expert advice way. Instead of just giving you the hard facts we also give you information that covers the best tricks and practices. With this information you will always be able to make the most appropriate expert judgment in the exam.

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- 2 Business Writing and Document Production 20%
- 3 Technology and Information Distribution 15%
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study guide TOGETHER WITH other sources of information to prepare for the exams The exams are not difficult provided that you are experienced in office administration If you are not then lots of readings would have to be done **Cap Parts**

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