



2009-2010 Certification Review Course Schedule Harrisburg Chapter

Certified Professional Secretary® (CPS®)
Certified Administrative Professional® (CAP®)

Where: Hershey Lodge – Staff Training Room (located in Confection Hall by bathrooms)

When: Thursday evenings from 6:00 p.m.-9:00 p.m. as follows:

Orientation: 9/10

OFFICE SYSTEMS AND TECHNOLOGY — Part 1

9/17-10/1 Software/Managing Physical Resources
10/1-10/15 Computer Hardware, Systems, and Configuration
Document Layout, Design, and Reproduction
10/22 Office and Technology Book Review / Make-up Session

OFFICE ADMINISTRATION — Part 2

10/29 Records Management
11/05-12/17 Communications (*verbal, written, rules of grammar, & business etiquette*)
1/7 Office Administration Book Review / Make-up Session

MANAGEMENT — Part 3

1/14- 2/4 Human Resources
2/4 - 2/18 Accounting
2/25 Communications
(*nonverbal, presentation techniques, professional protocol, & legal issues*)
3/4 Management Book Review / Make-up Session

ADVANCED ORGANIZATIONAL MANAGEMENT — Part 4

3/11 – 4/15 CAP
4/22 CAP Review

Mock Exam / Review: 4/29

Certification Exam: Harrisburg Area Community College

5/7 — CAP (Part 4)
5/8 — CPS (Parts 1, 2, & 3)

Review Class Cost: CPS\$100 (includes orientation, Parts 1, 2, & 3 sessions, and mock examinations)
CPS/CAP\$125 (includes orientation, Parts 1, 2, 3, & 4 sessions, and mock examinations)
CAP\$40 (includes Part 4 sessions and mock exam) — **Current CPS Holders Only**

— (Course cost is non-refundable) —

- NOTES:**
1. Books are not included in the fee. *Ordering information is provided on the Registration Form.*
 2. You are responsible for purchasing the books in time to complete the reading assignment.
 3. The cost of the exam is not included in this fee.
 4. The *Certification Application* and exam fee must be postmarked by February 15, 2010.

Review Course Information Contact: Kelly Ferrara CAP
kferrara@hersheypa.com
Wendy Snavelly CAP
wsnavelly@hersheypa.com

For further information on IAAP and the CPS/CAP Certification Program, please visit:

www.iaap-hq.org
IAAP Headquarters

www.iaap-harrisburg-pa.org
IAAP Harrisburg Chapter



2009-2010 Certification Review Course Schedule Harrisburg Chapter

Certified Professional Secretary® (CPS®)
Certified Administrative Professional® (CAP®)

Registration Form

Name: _____

Email: _____

IAAP Member? Yes No *If yes, Chapter:* _____

Current CPS Holder? Yes No

Home Address: _____

Employer: _____

Phones:

(Home) _____ (Work) _____ (Fax) _____

- I wish to enroll in the full CPS Review Course (Parts 1, 2, & 3) for \$100.
- I wish to enroll in the full CPS/CAP Review Course (Parts 1, 2, 3, & 4) for \$125.
- I wish to enroll in the CAP Review Course (Part 4) for \$40
(Deadline to enroll for the CAP Review is **February 18, 2010**)

Please mail completed form and check payable to **IAAP Harrisburg Chapter** for the cost of the CPS/CAP course by **September 3, 2009** to:

Kelly Ferrara
Hershey Entertainment and Resorts
Press Building
27 West Chocolate Avenue
Hershey, PA 17033

Participants are responsible for ordering their own books for the review class. The books can be ordered by either of the following methods:

- Non-Members:** From www.iaap-hq.org, select **Professional Certification**, then **CPS/CAP Review Materials/Courses** from the drop-down box. Select the link within the **Prentice Hall** section.
- Members:** From www.iaap-hq.org, select **Members' Place**, then **Chapter Resources & Tools**. Select the link within the **Attention Certification Candidates** section.
- Non-Members & Members:** Call Pearson Education at 800-922-0579. IAAP members will receive a discount on their orders; your membership number will be requested at the time of ordering.

	Non-Member	Member
Office Systems and Technology – Part 1 ISBN: 0-13-114549-5	\$93.80	\$60.97
Office Administration – Part 2 ISBN: 0-13-114551-7	\$93.80	\$60.97
Management – Part 3 ISBN: 0-13-114550-9	\$93.80	\$60.97
Advanced Organizational Management – Part 4 ISBN: 0-13-119337-6	\$93.80	\$60.97

— Pricing does not include shipping costs. —