THE ADMINISTRATIVE PROFESSIONAL

TECHNOLOGY & PROCEDURES

15th Edition

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Examview Technology And Procedures F Admin Professionals:

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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 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 this product which provides extensive and in depth coverage on a wide variety of business and office management topics to help you prepare for the exam Also as of the time of this writing after passing the CAP exam you can apply for a TA Specialty by passing one of the Microsoft Office certifications This Study Guide provides full coverage on the Microsoft MOS Excel 2013 exam which can satisfy the TA Specialty exam requirement The exams are not difficult provided that you are experienced in office administration If you are not then lots of readings will have to be done *Cap Certified Administrative Professional Exam Study Guide 2014* Examreview,2013-10-20 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 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 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 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 this product which 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 If you are not then lots of readings would have to be done The books listed below provide good coverage on the various office administration topics and procedures The Professional Secretary Volume 1 Communication Skills by John Spencer and Adrian Pruss 1995 The Professional Secretary s Handbook Management Skills by John Spencer and Adrian Pruss 1995 The Complete

Office Handbook by Mary A Devries 1987 Procedures for the Office Professional 4 ed by Patsy Fulton Calkins and Joanna D Hanks 2000

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