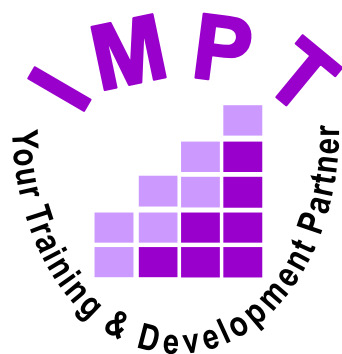


Innovative Management & Professional Training



International Association
of
Administrative Professionals

CPS[®] REVIEW
Training Guide

Certified Professional Secretary® (CPS®)

The Certified Professional Secretary® (CPS®) Examinations are administered by the International Association of Administrative Professionals (IAAP). The IAAP is the leading body for Secretarial and Administrative Certification worldwide.

The CPS Examinations offer many certification benefits such as:

- Internationally recognized professional qualifications
- An increased skills and knowledge base
- Improved professional self-esteem
- Continuing professional development opportunities

IMPT now offers workshops for the CPS program. Candidates will be entered to sit at least two modules in each examination session. Examinations are held in May and November. On successful completion of all three (3) modules of the program, participants will earn the CPS designation (on condition that they have adequate work experience). The structure of the program is outlined below.

- Part 1 Office Systems and Technology
- Part 2 Office Administration
- Part 3 Management

See page 4 for brief course outlines for each module listed above.

Candidates can register for workshops with IMPT for the September intake.

All candidates will be entered for parts 1, 2 & 3 in the first examination session. (Note that persons opting to sit 2 parts of the exam will be marked absent for the 3rd part.) Once the first exam attempt is made, candidates have a total of six consecutive attempts (three years), if needed, to pass all parts of the examination. In addition, candidates should note that an element of work experience is required for certification purposes. On successful completion of all three (3) modules in the program, participants will earn the CPS designation (on condition that they have adequate work experience).

The amount of work experience needed is determined by educational background and includes secretarial/administrative experience gained in the past 15 years or could in some instances apply to experience gained after sitting for the examinations. This is outlined below:

- An applicant with a **bachelors' degree** needs **two years** secretarial / administrative experience.
- An applicant with an **associate degree** needs **three years** secretarial / administrative experience.
- An applicant with **no college degree** needs **four years** secretarial / administrative experience.

It is important to note that for the first sitting of the CPS examinations, applicants may apply prior to having all experience complete, so long as they are currently working in an administrative position. Applicants are allowed a total of six years to complete the remaining experience. Candidates will receive the CPS rating only when the work experience component is completed (even those who may have passed the examinations successfully).

For further details visit IAAP at: www.iaap-hq.org



CPS PROGRAM DETAILS

1. Office System and Technology

- a. Terminology and Basic Concepts of Information Processing
- b. Hardware for computer operations
- c. Telecommunications and Network Technologies
- d. The Networked Enterprise
- e. System Security
- f. Document layout and design
- g. Document reproduction
- h. System software for computer operations and management
- i. Software for business applications
- j. Managing physical resources
 - i. Furniture, equipment, and supplies
 - ii. Ergonomics

2. Office Administration

- a. Records Management
 - i. Filing systems
 - ii. File management
 - iii. Filing rules and standards
- b. Communication
 - i. Verbal communication: fundamentals
 - ii. Verbal communication: professional communication applications
 - iii. Research and reference materials
 - iv. Composing and editing written communication
 - v. Writing business documents
 - vi. Producing documents in final format
 - vii. Information distribution
 - viii. Rules of grammar
 - ix. Business etiquette

3. Management

- a. Human Resources
 - i. Basic management principles
 - ii. Recruitment, selection and performance evaluation
 - iii. Legal and ethical issues
 - iv. Job analysis, training, and development
 - v. Compensation, benefits, and record keeping
- b. Accounting Procedures and Analysis
 - i. Accounting procedures
 - ii. Financial Statement Analysis and Managerial Accounting
- c. Time Management
- d. Communication

FEES

Training Fees (paid to IMPT)

CPS® Review: Modules 1 – 3 CI\$1,000 per module *(payable over 2 semesters)*

Required Training Materials CI\$100 per module

NOTE: Supplementary Training Materials may be purchased from our reading list at an additional cost

External Examination (paid to IAAP) *IAAP reserves the right to change these fees without notice.*

Exam entry and Processing Fees US\$335

Exam Re-sit Fee US\$100 per part

EXAM FEE DEADLINES

- *May Exams* Fees due by Feb. 15th.
- *November Exams* Fees due by Aug. 15th.

IAAP Membership Fees

As an IAAP student we recommend that you gain membership with IAAP. There are several benefits of IAAP membership, these include

- ✓ annual subscription to the Office Pro Magazine which provides updates on what is happening in your field
- ✓ a reduction in the fees payable for examinations

As a new student in the Cayman Island, we recommend that you join IAAP as a Student Member.

Contact us:

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