

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**

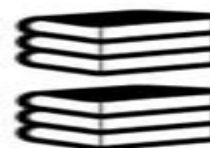


**Business
Writing
& Document
Production**

**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

Informs Cap Study Guide

**Institute for Operations Research and
the Management Sciences**

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Inform's Cap Study Guide:

INFORMS Certified Analytics Professional (CAP®) Examination Study Guide Institute for Operations Research and the Management Sciences, 2014-10-24 *EXAM PREPARATION GUIDE for 'CERTIFIED ANALYTICS PROFESSIONAL' (CAP) and 'ASSOCIATE CERTIFIED ANALYTICS PROFESSIONAL' (aCAP) CERTIFICATIONS* Rajan? Gupta, 2019-05-18 The purpose of this book is to provide information related to the Certified Analytics Professional CAP and Associate Certified Analytics Professional aCAP exam conducted by INFORMS USA The information has been compiled from various sources available on the INFORMS website and other allied web sources This book on CAP and aCAP exam preparation cover three major aspects related to the certification Firstly the information and history related to the CAP exam are given in the book Secondly the exam pattern topic coverage study time and various resources have been given with respect to the preparation of the CAP exam Thirdly 250 practice questions have been given in this book with solutions These questions have been mapped with the CAP exam pattern under various domains The objective of this book is to make aspirants aware of the pattern of the CAP exam To give the aspirants an idea about topic coverage in the CAP exam To give the aspirants an idea about pattern of question Not to share the exact questions that appear in CAP exam Not to claim that performing well in the practice questions will guarantee passing of the CAP exam The solutions given in this book are correct as per the experts Reader's opinion may vary with those of experts The material in this book is only an indication towards actual CAP test preparation and may not be related to actual questions or their solutions Since the aspirant has to opt for the MOST appropriate choice of answer so a lot of subjectivity is there A question may have all the correct options but aspirant will have to choose the BEST from the given options This book covers up 250 questions with answers and explanation on the format of CAP exam as per the CAP handbook guidelines It gives a detailed analysis of the responses along with the detailed list of topics to be studied for CAP exam preparation A week wise study plan for 16 20 weeks has been given to help the aspirants prepare for the exam Moreover a list of online and offline resources has been given in the book to prepare for the CAP exam along with the topic list and glossary of important topics *A Study Guide for James Fenimore Cooper's "Pathfinder"* Gale, Cengage Learning, 2016-06-29 A Study Guide for James Fenimore Cooper's Pathfinder excerpted from Gale's acclaimed Novels for Students This concise study guide includes plot summary character analysis author biography study questions historical context suggestions for further reading and much more For any literature project trust Novels for Students for all of your research needs *Wiley Study Guide for 2015 Level II CFA Exam: Complete Set* Wiley, 2015-01-21 The Wiley Study Guides for the Level 1 CFA exam are proven to help candidates understand retain and master the CFA Program Curriculum complete with color coded Study Guides and coverage of every Learning Outcome Statement on the exam With over 1 000 pages of distilled knowledge from our staff of CFA charterholders and instructors these books are a highly effective and proven study aid filled with exam tips fundamental concepts and in depth examples Our authors have used their years of

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the art science and practice of local climate action planning It should be a first stop for any local government interested in addressing climate change *Business Research Methods* Alan Bryman,Emma Bell,2007 An adaptation of Social Research Methods by Alan Bryman this volume provides a comprehensive introduction to the area of business research methods It gives students an assessment of the contexts within which different methods may be used and how they should be implemented The Routledge Handbook for Advancing Integration in Mixed Methods Research John H. Hitchcock,Anthony J. Onwuegbuzie,2022-05-10 This groundbreaking edited book The Routledge Handbook for Advancing Integration in Mixed Methods Research presents an array of different integration ideas with contributions from scholars across the globe This handbook represents the first major volume that comprehensively discusses this topic of integration Perhaps the most fundamental and longstanding question in mixed methods research is How does one best integrate disparate forms of information to produce the best form of inquiry Each of the 34 seminal chapters in this handbook accelerates the discussion of integration across a broad range of disciplines including education arts based analyses and work in the Global South as well as special topics such as psychometrics and media research Many of the chapters present new topics that have never been written about before and all chapters offer cutting edge approaches to integration They also offer different perspectives of integration leading the introductory chapter to offer a new and comprehensive definition for integration as follows referring to the optimal mixing combining blending amalgamating incorporating joining linking merging consolidating or unifying of research approaches methodologies philosophies methods techniques concepts language modes disciplines fields and or teams within a single study The concluding chapter offers a meta framework that accounts for this definition and is designed to help scholars think more about integration in a way that represents a continuous dynamic iterative interactive synergistic and holistic meaning making process This handbook will be an essential reference work for all scholars and practitioners using or seeking to use mixed methods in their research **Audio-visual Guide** ,1947

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