

Certified Professional Secretary Examination And Certified Administrative Professional Examination Review Office Administration Fifth Edition

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The Certified Professional Secretary (CPS(R)) Examination Review Series provides valuable assistance to anyone preparing for the CPS Examination. The Series focuses on key topics test-takers must know in order to pass the exam.

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Exam Prep Certified Professional Secretary (IAAP - CPS) A Certified Professional Secretary is an administrative professional who has earned a professional credential from the International Association of Administrative Professionals (IAAP); however, this designation is being phased out and is now Certified Administration Professionals (CAP).

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Certified Professional Secretary Career and Certification

A certified professional secretary needs to take an exam in order to be certified, but no additional training or education is required, although a certain number of years' experience working as a...

Certified Professional Secretary Requirements and Career Info

The International Association of Administrative Professionals, or IAAP, offers a Certified Professional Secretary, or CPS, certification that you can earn by taking college classes or earning a college degree, by working for a company as a secretary and by passing the CPS exam. The CPS certification demonstrates that you have a basic knowledge of office systems, technology, office administration and management, and that you can apply best practices in human relations and communications in ...

Certified Professional Secretary Certification | Woman ...

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How Do I Become a Certified Professional Secretary

According to the U.S. Bureau of Labor Statistics (BLS), a certified professional secretary (CPS) is a higher-level secretary who has met the educational, training and examination requirements put forth by the International Administration for Administrative Professionals (IAAP).

Certified Professional Secretary Certification and Schools

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Certified Secretaries (CS) - kasneb : Professional (CPA,CS ...

IAAP is excited to launch the CAP (ip), or Certified Administrative Professional in progress.It is designed for students who graduate from an office professional program with a 2-year degree and don't yet have the necessary years of professional experience.

CAP Certification - IAAP

The Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) Examination Review Series, a four-volume set of review manuals that consists of one review manual for the first three parts of the CPS and CAP Examinations and one for Part 4 the CAP Examination, is a joint publication of Prentice Hall and the International Association of Administrative Professionals (IAAP).

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