

CONTENT OUTLINE
 One-Part Organizational Management Specialty Exam
Effective November 2011 Exam

Domain	Outline Category	Percentage	Topics
1	Organizational Planning	36%	Critical thinking & decision making
			Strategic planning
			Communicating mission and values
			Allocating resources
2	Advanced Communication	27%	Nonverbal
			Presentation techniques
			Legal issues
			Professional protocol
3	Advanced Administration	23%	Mentoring and training
			Conducting research
			Coordinating projects
			Delegating and empowering
4	Team Skills	14%	Team building & leading
			Group problem solving
			Resolving conflict
			Conducting meetings

Candidates for the Organizational Management exam will also need a general knowledge base from the eight areas tested in the CAP Exam.

The Organizational Management specialty exam will be approximately 175 items.
 The testing time will be 3 ½ hours.

Effective with the November 2011 examination

Organizational Management Speciality Examination Bibliography

Author	Title	Publisher
Bateman, Thomas S. & Scott A. Snell	Management: The New Competitive Landscape	Irwin/McGraw Hill
Bovee and Thill	Business Communication Today	Pearson Prentice Hall
David, Fred R	Strategic Management	Pearson Prentice Hall
Dessler, Gary	Human Resource Management	Pearson Prentice Hall
Guffey, Mary Ellen	Essentials of Business Communication	South-Western Cengage
Robbins, Stephen P. and Mary Coulter	Management	Pearson Prentice Hall
Robbins & Judge	Organizational Behavior	Pearson Prentice Hall
Schermerhorn	Management	Wiley

The references listed are actual college texts used to write the examination questions. Use the latest edition (not more than two years old) of at least one of these references or similar college-level textbooks for each major subsection of the CAP examination.

Note: Many of these books are updated on an annual basis and titles are sometimes changed; using books by the same authors with slightly different titles is appropriate.

Candidates for the Organizational Management specialty exam will also need a general knowledge base from the eight areas tested in the new CAP exam. References listed for the new CAP exam may also be in writing items for the Organizational Management specialty exam.

Effective with the November 2011 examination