

**ACJIS COMPLIANCE SPECIALIST/INSTRUCTOR**  
**Selection Process ID#:**  
**4136/WE/0923**  
**EXAMINATION PLAN**

**WRITTEN EXAMINATION**

Multiple choice 60 item exam

Weight = 50%

70% to pass

Time Limit = 1.5 hours

Hand-held calculator permitted

<b>CONTENT AREA</b>	<b>Question Range</b>	<b># OF ITEMS</b>
1. Writing Skills/Principles of Grammar	1 - 15	15
2. Principles of Communication	16 - 24	9
3. Principles of Teamwork	25 - 29	5
4. Time Management	30 - 34	5
5. Comprehension of Written Material	35 - 40	6
6. Data Analysis	41 - 55	15
7. Problem Solving and Scheduling	56 - 60	5
<b>TOTAL</b>		<b>60</b>

**Reference Sources:**

Fulton-Calkins, Patsy and Karin M. Stulz, *Procedures & Theory for Administrative Professionals*, 6<sup>th</sup> Ed., South-Western Cengage Learning, 2009

Oliverio, Mary Ellen, William R. Pasewark, Bonnie R. White; *The Office, Procedures and Technology*, 5<sup>th</sup> Ed., South-Western Cengage Learning, 2007

Sabin, William A., *The Gregg Reference Manual*, Tribute Ed., 11<sup>th</sup> Ed., McGraw-Hill, 2011