



Continuing Education Comes To You

Online

Certified Professional Secretary® (CPS®) Review Course in Office Systems & Technology

ROCE 2102

Course Length: 25 hours

CEUs Awarded: 2.5 CEUs

Endorsements:

The State of Tennessee gives clerical/secretarial or clerical/management staff a two-step salary increase for successful completion of the CPS examination. State colleges and universities give a 9% salary increase to their clerical/secretarial or clerical/management non-exempt staff. The American Council on Education (ACE) has also recommended that college credit be given for completion of CPS examinations.

Overview:

If you're looking for a way to differentiate your resume from other administrative professionals, consider becoming a Certified Professional Secretary (CPS). Offered by the International Association of Administrative Professionals, the CPS rating is verifiable proof that your skills are up-to-date and that you are capable of handling a wide range of duties. This course, the second in a three-part series, will assist you in reviewing the basic skills and key topics necessary to pass the Office Systems & Technology part of the CPS exam. This series focuses on the technological side of the job requirements of an administrative assistant, mainly document layout and design, network technologies, applications and systems software and telecommunication. This course focuses on these key topics that test-takers must know in order to pass the exam.

Target Audience:

Administrative professionals seeking to advance their career and earn higher salaries and current CPS certification holders that need to recertify to keep their professional certification status.

Career Outlook and Benefits:

According to the US Department of Labor, Bureau of Labor Statistics, employment of secretaries and administrative assistants is expected to increase by 11 percent between 2008 and 2018. Job opportunities should be best for applicants with extensive knowledge of computer software applications, with experience as a secretary or administrative assistant, or with advanced communication and computer skills. In May 2009, the median annual wage for executive secretaries and administrative assistants was \$44,010. The top ten states with the most active CPS holders include: Tennessee, Texas, California, Illinois, Florida, Missouri, Ohio, Michigan, Georgia and Virginia. CPS certification is nationally recognized and is a highly sought qualification by executives, organizations, universities and state governments. Check with your employer for salary treatment policies regarding CPS certification.

Hardware & Software Requirements:

You will need the following: Computer with Internet access, ability to use Microsoft Word '98 version or higher, web navigation skills and email skills.

Textbook Requirements:

Certified Professional Secretary Examination Review: Office Systems & Technology, 5th ed., 2004, Prentice-Hall, ISBN:9780131145498. This textbook is available through our bookstore, <http://rodp.bkstr.com/>

Schedule: September 13 - November 1, 2010

Registration Timelines: July 1 - September 8, 2010

Course Fee: \$200

Payment: Cash, Mastercard or Visa Credit Card, Check, Money Orders accepted

Certified Professional Secretary and CPS are registered trademarks of the International Association of Administrative Professionals.

Regents Online Continuing Education 2010 Fall Semester Schedule

Course Title	Course Number	Course Type	CEUs Awarded	Instructor	2010 Session Dates	Course Fees	Registration Window
Business							
SHRM Learning Systems®	2502	Scheduled	3.5	Roderick Fox	Sept 13 - Dec 6	\$1,199	Jul 1 - Sept 8
Records Management	2410	Scheduled	3.0	Debbie Green	Oct 18 - Dec 13	\$360	Jul 1 - Oct 13
CPS® & CAP® Review							
Certified Professional Secretary® Review Course: Office Administration	2101	Scheduled	2.5	Debbie Green	Sept 13 - Nov 1	\$200	Jul 1 - Sept 8
Certified Professional Secretary Review Course: Office Systems & Technology	2102	Scheduled	2.5	Debbie Green	Sept 13 - Nov 1	\$200	Jul 1 - Sept 8
Certified Professional Secretary Review Course: Management	2103	Scheduled	2.5	Debbie Green	Sept 7 - Oct 25	\$200	Jul 1 - Sept 1
Certified Administrative Professional	2104	Scheduled	2.5	Debbie Green	Sept 7 - Oct 25	\$200	Jul 1 - Sept 1
Commercial Driving							
CDL Permit Prep	9101	Scheduled	1.5	A. L. Bentley	Oct 4 - Nov 8	\$120	Jul 1 - Sept 29
Public Safety							
Spanish for EMS	8605	Scheduled	1.5	John Sarmiento	Sept 13 - Nov 22	\$132	Jul 1 - Sept 8
Law Enforcement							
Case Management: Documenting a Criminal for Prosecution	8104	On Demand	0.2	Donald Drewry	Sept 20 - Dec 31	\$36	Sept 20 - Dec 31
Media Relations for Law Enforcement	8105	On Demand	0.2	Donald Drewry	Sept 20 - Dec 31	\$36	Sept 20 - Dec 31
Miranda Rights Review	8106	On Demand	0.1	Donald Drewry	Sept 20 - Dec 31	\$18	Sept 20 - Dec 31
Delegation: Improving Supervisor Skills	8107	On Demand	0.2	Donald Drewry	Sept 20 - Dec 31	\$36	Sept 20 - Dec 31
Law Enforcement Supervision: Principles of Management	8108	On Demand	0.4	Donald Drewry	Sept 20 - Dec 31	\$72	Sept 20 - Dec 31
Homeland Security/Emergency Management for Law Enforcement	8501	On Demand	0.2	Donald Drewry	Sept 20 - Dec 31	\$36	Sept 20 - Dec 31
Nursing/Healthcare							
Antibodies Identification	5801	On Demand	1.0	Eleanor Jator	Sept 13 - Dec 31	\$180	Sept 13 - Dec 31
Basic EKG	5202	On Demand	1.5	Pam Taylor	Jul 1 - Dec 31	\$132	Jul 1 - Dec 31
Intro to Radiology	5702	On Demand	1.5	Tom Bukoskey	Jul 1 - Dec 31	\$132	Jul 1 - Dec 31
Differential Diagnosis	5703	Scheduled	1.5	Natalie Housel & Ed Raynes	Sept 7 - Oct 18	\$132	Jul 1 - Sept 10
Dosage Calculations for Nurses	5211	On Demand	3.6	Pat Roark	Jul 1 - Dec 6	\$288	Jul 1 - Sept 13
Human Resources							
HR Management Certificate	2503	On Demand	3.0	Susan Jones	Sept 13 - Dec 31	\$540	Jul 1 - Dec 31

NOTE: You must pre-register for scheduled courses during the registration window and complete them within the session dates window. You can register for and complete on demand courses any time during the registration window.

Follow these easy steps to register for your online continuing education course!

1. Go to <https://roce.tbr.edu/profiles1.asp>
2. Enter Student ID (Social Security Number) and Date of Birth
3. Click Next Step
4. Input your Personal Information
5. Click Continue to Step 2
6. Click on the dropdown box to pick a course
7. Click on the dropdown box to select a granting institution
8. Click Add
9. Click Confirm and Proceed
10. Select whether you choose to pay online or pay on campus