



CONTINUING EDUCATION

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CERTIFIED ADMINISTRATIVE PROFESSIONAL (CAP®) PART II : ROCE 2107

Course Length:

25 hours

CEUs Awarded:

2.5 CEUs

Endorsements:

According to TCA-8-50-102, automatic salary advancements are available for State of Tennessee employees who pass both parts of the Certified Administrative Professional examination sponsored by the International Association of Administrative Professionals. Any automatic pay increase pursuant to this section shall take effect with the next pay period beginning after the employee's passing grades on all parts of the exams are certified by the Institute for Certifying Secretaries. The automatic pay increase provided for in this section shall not affect any employee's eligibility for regular merit increase. If necessary, one (1) or two (2) steps shall be added to the compensation plan to provide for the automatic increase provided for by this section.

Overview:

This course is designed to provide a basic knowledge and overview of the Certified Administrative Professional (CAP) examination. The course covers the last four areas included in the exam: physical and information resources; document production; financial functions, including budgeting and financial statements; and human resources, including legal issues.

Target Audience:

Any clerical secretarial or clerical management employee or any employee performing closely related administrative support duties in the state can benefit from this training prior to taking the certification exams.

Hardware & Software Requirements:

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

Textbook Requirements:

No texts will be required. All reading and reference material will be supplied in the course.

Course Dates:

September 12 - November 21, 2011

Registration Dates:

July 1 - September 8, 2011

Course Fee:

\$300

Payment:

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



Regents Online Continuing Education 2011 Fall Semester Schedule



Course Title	Course Number	Course Type	CEUs Awarded	Instructor	2011 Session Dates	Course Fees	Registration Window*
Business							
HR Management Certificate	2503	On Demand	3.0	Susan Jones	Sep 12 - Dec 31	\$540	Jul 1 - Sep 8
SHRM Learning Systems®	2502	Scheduled	3.5	Roderick Fox	Sep 12 - Dec 12	\$1,199	Jul 1 - Sep 8
Fundamental Payroll Certification	2105	Scheduled	2.4	Natalie Austin	Sep 12 - Nov 21	\$288	Jul 1 - Sep 8
Certified Administrative Professional- Part II	2107	Scheduled	2.5	Debbie West-Green	Sep 12 - Nov 1	\$300	Jul 1 - Sep 8
Law Enforcement							
Domestic Violence for Law Enforcement	8112	On Demand	0.3	Dawn Riddle	Sep 1 - Dec 31	\$54	Sep 1 - Dec 31
Case Management: Documenting a Criminal for Prosecution	8104	On Demand	0.2	Donald Drewry	Sep 1 - Dec 31	\$36	Sep 1 - Dec 31
Media Relations for Law Enforcement	8105	On Demand	0.2	Donald Drewry	Sep 1 - Dec 31	\$36	Sep 1 - Dec 31
Miranda Rights Review	8106	On Demand	0.1	Donald Drewry	Sep 1 - Dec 31	\$18	Sep 1 - Dec 31
Delegation: Improving Supervisor Skills	8107	On Demand	0.2	Donald Drewry	Sep 1 - Dec 31	\$36	Sep 1 - Dec 31
Law Enforcement Supervision: Principles of Management	8108	On Demand	0.4	Donald Drewry	Sep 1 - Dec 31	\$72	Sep 1 - Dec 31
Homeland Security/Emergency Management for Law Enforcement	8501	On Demand	0.2	Donald Drewry	Sep 1 - Dec 31	\$36	Sep 1 - Dec 31
Public Safety							
Spanish for EMS	8605	Scheduled	1.5	John Sarmiento	Sep 12 - Nov 21	\$132	Jul 1 - Sep 8
Domestic Violence for EMS	8113	On Demand	0.2	Dawn Riddle	Sep 1 - Dec 31	\$36	Sep 1 - Dec 31
Nursing/Healthcare							
Antibodies Identification	5801	On Demand	1.0	Eleanor Jator	Jul 1 - Dec 31	\$180	Jul 1 - Dec 31
Basic EKG	5202	On Demand	1.5	Pam Taylor	Sep 1 - Dec 31	\$132	Jul 15 - Dec 31
Introduction to Radiology	5702	On Demand	1.5	Tom Bukoskey	Sep 1 - Dec 31	\$132	Jul 15 - Dec 31
Dosage Calculations	5211	On Demand	3.6	Pat Roark	Aug 22 - Dec 12	\$288	Jul 12 - Sep 12
Allied Health Math Assessment	1501	Scheduled	3.0	David Burks	Sep 12 - Dec 31	\$240	Jul 1 - Nov 21

***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 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