



# 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:

August 6 - September 24, 2012

### Registration Dates:

July 2 - August 2, 2012

### Course Fee:

\$300

### Payment:

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



# Regents Online Continuing Education 2012 Fall Semester Schedule



Course Title	Course Number	Course Type	CEUs Awarded	Instructor	2012 Session Dates	Course Fees	Registration Window*
<b>Allied Health</b>							
Allied Health Math Assessment Prep	ROCE 1501	Scheduled	3.0	David Burks	Sep 5 - Dec 31, 2012	\$240	Jul 2 - Nov 26, 2012
<b>Nursing/Healthcare</b>							
Basic EKG	ROCE 5202	On Demand	1.5	Pam Taylor	Sep 1 - Dec 31, 2012	\$132	Sep 1 - Dec 31, 2012
Introduction to Radiology for Allied Health Professionals	ROCE 5702	On Demand	1.5	Tom Bukoskey	Sep 1 - Dec 31, 2012	\$132	Sep 1 - Dec 31, 2012
Dosage Calculations for Nurses	ROCE 5211	On Demand	3.6	Pat Roark	Sep 5 - Dec 31, 2012	\$288	Jul 10 - Oct 19, 2012
<b>Human Resources</b>							
HR Management Certificate	ROCE 2503	On Demand	3.0	Susan Jones	Sep 10 - Dec 31, 2012	\$540	Jul 2 - Sep 6, 2012
<b>CAP® Review</b>							
Certified Administrative Professional - Part I	ROCE 2106	Scheduled	2.5	Debbie West-Green	Sep 17 - Oct 29, 2012	\$300	Jul 2 - Sep 13, 2012
Certified Administrative Professional - Part II	ROCE 2107	Scheduled	2.5	Debbie West-Green	Aug 6 - Sep 24, 2012	\$300	Jul 2 - Aug 2, 2012
<b>Law Enforcement and Public Safety</b>							
Domestic Violence for Law Enforcement	ROCE 8112	On Demand	0.3	Dawn Riddle	Sep 1 - Dec 31, 2012	\$54	Sep 1 - Dec 31, 2012
Domestic Violence for EMS	ROCE 8113	On Demand	0.2	Dawn Riddle	Sep 1 - Dec 31, 2012	\$36	Sep 1 - Dec 31, 2012
Spanish for EMS	ROCE 8605	Scheduled	1.5	John Sarmiento	Sep 10 - Nov 26, 2012	\$132	Jul 2 - Sep 6, 2012
<b>Physical Therapy</b>							
Differential Diagnosis	ROCE 5703	Scheduled	1.5	Natalie Housel	Oct 8 - Dec 10, 2012	\$132	Jul 2 - Oct 4, 2012

**\*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