CONTINUING EDUCATION Comes To You Online

Certified Administrative Professional® (CAP®) : ROCE 2104

Course Length: 25 hours

CEUs Awarded: 2.5 CEUs

Overview:
If you're looking for a way to differentiate your resume from other administrative professionals, consider becoming a Certified Administrative Professional (CAP). Offered by the International Association of Administrative Professionals, the CAP rating is verifiable proof that your skills are up-to-date, that you are capable of handling a wide range of duties, and that you went above and beyond to obtain this rating. This course covers accounting procedures and various management skills, including strategic planning, critical thinking and decision-making skills, conflict resolution and communication skills. This CAP course is designed to measure the candidate's ability to properly analyze office situations, determine critical factors associated with these situations, and apply a wide range of knowledge in a variety of situations.

Target Audience:
All Certified Professional Secretaries and all candidates taking the fourth part of the Certified Administrative Professional Examination are candidates for this course. This meets the needs of candidates going for the CAP rating without attaining the Certified Professional Secretary® (CPS®) rating first.

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 of executive secretaries and administrative assistants was $44,010. The top ten states with the most active CAP holders include: Texas, Ohio, Virginia, Florida, Georgia, Tennessee, California, Minnesota, Missouri, and Illinois. CAP 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 CAP certification.

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 textbooks are required. All reading and reference material will be supplied in the course.

Course Dates:
March 7 - April 25, 2011

Registration Dates:
December 1, 2010 - March 3, 2011

Course Fee:
$200

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

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Regents Online Continuing Education
2011 Spring Semester Schedule

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Course Title	Course Number	Course Type	CEUs Awarded	Instructor	2011 Session Dates	Course Fees	Registration Window
Business							
SHRM Learning Systems®	2502	Scheduled	3.5	Roderick Fox	Feb 7 - May 6	$1,199	Dec 1 - Feb 3
CPS® & CAP® Review							
Certified Professional Secretary® Review Course: Office Administration	2101	Scheduled	2.5	Debbie Green	Feb 7 - Mar 28	$200	Dec 1 - Feb 3
Certified Professional Secretary Review Course: Office Systems & Technology	2102	Scheduled	2.5	Debbie Green	Jan 10 - Feb 21	$200	Dec 1 - Jan 6
Certified Professional Secretary Review Course: Management	2103	Scheduled	2.5	Debbie Green	Mar 7 - Apr 25	$200	Dec 1 - Mar 3
Certified Administrative Professional	2104	Scheduled	2.5	Debbie Green	Mar 7 - Apr 25	$200	Dec 1 - Mar 3
Law Enforcement							
Case Management: Documenting a Criminal for Prosecution	8104	On Demand	0.2	Donald Drewry	Jan 1 - May 31	$36	Jan 1 - May 31
Media Relations for Law Enforcement	8105	On Demand	0.2	Donald Drewry	Jan 1 - May 31	$36	Jan 1 - May 31
Miranda Rights Review	8106	On Demand	0.1	Donald Drewry	Jan 1 - May 31	$18	Jan 1 - May 31
Delegation: Improving Supervisor Skills	8107	On Demand	0.2	Donald Drewry	Jan 1 - May 31	$36	Jan 1 - May 31
Law Enforcement Supervision: Principles of Management	8108	On Demand	0.4	Donald Drewry	Jan 1 - May 31	$72	Jan 1 - May 31
Homeland Security/Emergency Management for Law Enforcement	8501	On Demand	0.2	Donald Drewry	Jan 1 - May 31	$36	Jan 1 - May 31
Nursing/Healthcare							
Antibodies Identification	5801	On Demand	1.0	Eleanor Jator	Jan 1 - May 31	$180	Jan 1 - May 31
Basic EKG	5202	On Demand	1.5	Pam Taylor	Jan 1 - May 31	$132	Jan 1 - May 31
Intro to Radiology	5702	On Demand	1.5	Tom Bukoskey	Jan 1 - May 31	$132	Jan 1 - May 31
Differential Diagnosis	5703	Scheduled	1.5	Natalie Housel & Ed Raynes	Apr 25 - Jun 6	$132	Dec 1 - Apr 21
Dosage Calculations for Nurses	5211	On Demand	3.6	Pat Roark	Jan 1 - May 31	$288	Jan 1 - Mar 11
Allied Health Math Assessment	1501	On Demand	3.0	David Burks	Jan 1 - May 31	$240	Jan 1 - Mar 11
Human Resources							
HR Management Certificate	2503	On Demand	3.0	Susan Jones	Feb 7 - May 31	$540	Dec 1 - Feb 7

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