



CONTINUING EDUCATION

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Certified Professional Secretary® (CPS®) Review Course in Office Administration : ROCE 2101

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 first in a three-part series, will assist you in reviewing the basic skills and key topics necessary to pass the Office Administration part of the CPS exam. This series focuses on two major areas

- Records management (filing systems, file management, filing rules and standards and security of records)
- Communication (verbal, written, rules of grammar and business etiquette)

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.

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, the ability to use Microsoft Word '98 version or higher, web navigation skills and email skills.

Textbook Requirements:

Certified Professional Secretary Examination Review: Office Administration, 5th ed., 2004, Prentice-Hall, ISBN 0131145517. This textbook is available through our bookstore, <http://www.rodpcbkstr.com/>.

Course Dates:

February 7 - March 28, 2011

Registration Dates:

December 1, 2010 - February 3, 2011

Course Fee:

\$200

Payment:

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



Regents Online Continuing Education 2011 Spring Semester Schedule



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