



# CONTINUING EDUCATION

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# Online >

**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:

March 5 - April 30, 2012

### Registration Dates:

December 1, 2011 - March 1, 2012

### Course Fee:

\$300

### Payment:

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



# Regents Online Continuing Education 2012 Spring Semester Schedule



| Course Title   | Course Number | Course Type | CEUs Awarded | Instructor        | 2012 Session Dates    | Course Fees | Registration Window*        |
|--|---------------|-------------|--------------|-------------------|-----------------------|-------------|-----------------------------|
| <b>Law Enforcement &amp; Public Safety</b>                 |               |             |              |                   |                       |             |                             |
| Case Management: Documenting a Criminal for Prosecution    | 8104          | On Demand   | 0.2          | Donald Drewry     | Jan 9 - May 31, 2012  | \$36        | Jan 9 - May 31, 2012        |
| Media Relations for Law Enforcement                        | 8105          | On Demand   | 0.2          | Donald Drewry     | Jan 9 - May 31, 2012  | \$36        | Jan 9 - May 31, 2012        |
| Miranda Rights Review                                      | 8106          | On Demand   | 0.1          | Donald Drewry     | Jan 9 - May 31, 2012  | \$18        | Jan 9 - May 31, 2012        |
| Delegation: Improving Supervisor Skills                    | 8107          | On Demand   | 0.2          | Donald Drewry     | Jan 9 - May 31, 2012  | \$36        | Jan 9 - May 31, 2012        |
| Law Enforcement Supervision: Principles of Management      | 8108          | On Demand   | 0.4          | Donald Drewry     | Jan 9 - May 31, 2012  | \$72        | Jan 9 - May 31, 2012        |
| Homeland Security/Emergency Management for Law Enforcement | 8501          | On Demand   | 0.2          | Donald Drewry     | Jan 9 - May 31, 2012  | \$36        | Jan 9 - May 31, 2012        |
| Domestic Violence for Law Enforcement                      | 8112          | On Demand   | 0.3          | Dawn Riddle       | Jan 9 - May 31, 2012  | \$54        | Jan 9 - May 31, 2012        |
| Domestic Violence for EMS                                  | 8113          | On Demand   | 0.2          | Dawn Riddle       | Jan 9 - May 31, 2012  | \$36        | Jan 9 - May 31, 2012        |
| <b>Nursing/Healthcare</b>                                  |               |             |              |                   |                       |             |                             |
| Basic EKG  | 5202          | On Demand   | 1.5          | Pam Taylor        | Jan 9 - May 31, 2012  | \$132       | Jan 9 - May 31, 2012        |
| Intro to Radiology   | 5702          | On Demand   | 1.5          | Tom Bukoskey      | Jan 9 - May 31, 2012  | \$132       | Jan 9 - May 31, 2012        |
| Dosage Calculations  | 5211          | On Demand   | 3.6          | Pat Roark         | Jan 9 - May 31, 2012  | \$288       | Jan 9 - Apr 16, 2012        |
| Differential Diagnosis                                     | 5703          | Scheduled   | 1.5          | Natalie Housel    | Mar 5 - Apr 23, 2012  | \$132       | Dec 1, 2011 - Mar 1, 2012   |
| <b>Allied Health</b>                                       |               |             |              |                   |                       |             |                             |
| Allied Health Math Assessment Prep                         | 1501          | Scheduled   | 3            | David Burks       | Jan 9 - May 31, 2012  | \$240       | Dec 1, 2011 - Apr 16, 2012  |
| <b>Human Resources</b>                                     |               |             |              |                   |                       |             |                             |
| HR Management Certificate                                  | 2503          | On Demand   | 3            | Susan Jones       | Feb 20 - May 31, 2012 | \$540       | Dec 1, 2011 - Feb 16, 2012  |
| Fundamental Payroll Certification Review                   | 2105          | Scheduled   | 2.4          | Natalie Austin    | Mar 12 - May 21, 2012 | \$288       | Dec 1, 2011 - Mar 8, 2012   |
| <b>CPS® and CAP® Reviews</b>                               |               |             |              |                   |                       |             |                             |
| Certified Administrative Professional - Part I             | 2106          | Scheduled   | 2.5          | Debbie West-Green | Jan 9 - Mar 12, 2012  | \$300       | Dec 1, 2011 - Jan 5, 2012   |
| Certified Administrative Professional - Part II            | 2107          | Scheduled   | 2.5          | Debbie West-Green | Mar 5 - Apr 30, 2012  | \$300       | Dec 1, 2011 - March 1, 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