



# CONTINUING EDUCATION

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# Online >

## CERTIFIED ADMINISTRATIVE PROFESSIONAL (CAP®) PART I: ROCE 2106

### Course Length:

25 hours

### CEUs Awarded:

2.5 CEUs

### Endorsements:

According to the Tennessee Department of Human Resources, TCA-8-50-102, qualifying employees in "clerical-secretarial" or "clerical-management" occupations will be eligible for an automatic two-step increase after passing the exam.

### Overview:

This course is designed to provide a basic knowledge and overview of the Certified Administrative Professional (CAP) Examination. The course covers the first four areas included in the exam: communication, general knowledge of management and theories, organization and planning, information distribution, and organizational management.

### Target Audience:

This course is for anyone pursuing the CAP® rating which is the former Certified Professional Secretary (CPS).

### Career 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, which is about as fast as the average for all occupations, 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 CAP® holders include: Texas, Ohio, Virginia, Florida, Tennessee, Georgia, 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 is supplied in the course.

### Course Dates:

January 9 - March 12, 2012

### Registration Dates:

December 1, 2011 - January 5, 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