



# CONTINUING EDUCATION

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# Online >

**CERTIFIED ADMINISTRATIVE PROFESSIONAL (CAP®) - ORGANIZATIONAL MANAGEMENT : ROCE 2108**

## Course Length:

25 hours

## CEUs Awarded:

2.5 CEUs

## Endorsements:

According to the Tennessee Department of Human Resources, TCA 8-50-102 states: "Any clerical secretarial or clerical management employee or any employee performing closely related administrative support duties of the state who passes the three-part certified professional secretary examination or the full four-part certified administrative professional examination sponsored by the International Association of Administrative Professionals shall be granted an automatic two-step salary advancement under the state's basic compensation plan." An employee, who is otherwise eligible for a salary increase under this provision, will be allowed to receive only one salary increase for passage of any of these exams. Most of the job classifications in the "Clerical, Administrative and Sub-professional Fiscal Branch" of the occupational compensation plan fit this definition and should, therefore, be covered by this required pay increase. These classes are identified in Edison by a five (5) digit class code beginning with "00."

## Overview:

The CAP-OM is designed to measure the candidate's ability to properly analyze office situations, determine critical factors scenario situations and apply a wide range of knowledge in a variety of situations.

## Target Audience:

This course meets a statewide need as well as a national and international need for all CAP holders that want to receive the fourth step or CAP-OM rating.

## Hardware & Software Requirements:

You will need the following:

- Computer with Internet access
- Ability to use Microsoft Word '98 version or higher
- Web navigation skills
- Email skills

## Textbook Requirements:

No texts will be required. All reading and reference material will be supplied in the course.

## Course Dates:

March 11 - April 29, 2013

## Registration Dates:

December 3, 2012 - March 7, 2013

## Course Fee:

\$450

## Payment:

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



# Regents Online Continuing Education 2013 Spring Semester Schedule



Course Title	Course Number	Course Type	CEUs Awarded	Instructor	2013 Session Dates	Course Fees	Registration Window*
<b>Allied Health</b>							
Allied Health Math Assessment Prep	ROCE 1501	Scheduled	3.0	David Burks	Jan 7 - June 3, 2013	\$240	Dec 3, 2012 - Apr 15, 2013
<b>Nursing/Healthcare</b>							
Basic EKG	ROCE 5202	On Demand	1.5	Pam Taylor	Jan 7 - June 3, 2013	\$132	Jan 7 - June 3, 2013
Dosage Calculations for Nurses	ROCE 5211	On Demand	3.6	Pat Roark	Jan 7 - May 6, 2013	\$288	Jan 7 - Apr 1, 2013
Introduction to Radiology for Allied Health Professionals	ROCE 5702	On Demand	1.5	Tom Bukoskey	Jan 7 - June 3, 2013	\$132	Jan 7 - June 3, 2013
Differential Diagnosis	ROCE 5703	Scheduled	1.5	Natalie Housel	Mar 11 - Apr 29, 2013	\$132	Dec 3 - Mar 7, 2013
<b>Human Resources</b>							
HR Management Certificate	ROCE 2503	On Demand	3.0	Susan Jones	Feb 18 - Jun 3, 2013	\$540	Dec 3, 2012 - Feb 14, 2013
<b>CAP® Review</b>							
Certified Administrative Professional - Part I	ROCE 2106	Scheduled	2.5	Debbie West-Green	Jan 7 - Mar 11, 2013	\$300	Dec 3, 2012 - Jan 4, 2013
Certified Administrative Professional - Part II	ROCE 2107	Scheduled	2.5	Debbie West-Green	Mar 11 - Apr 29, 2013	\$300	Dec 3, 2012 - Mar 7, 2013
<b>NEW!</b> Certified Administrative Professional - Organizational Management	ROCE 2108	Scheduled	2.5	Debbie West-Green	Mar 11 - Apr 29, 2013	\$450	Dec 3, 2012 - Mar 7, 2013
<b>Law Enforcement and Public Safety</b>							
Domestic Violence for Law Enforcement	ROCE 8112	On Demand	0.3	Dawn Riddle	Jan 7 - Jun 3, 2013	\$54	Jan 7 - Jun 3, 2013
Domestic Violence for EMS	ROCE 8113	On Demand	0.2	Dawn Riddle	Jan 7 - Jun 3, 2013	\$36	Jan 7 - Jun 3, 2013

\*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