



# CONTINUING EDUCATION

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## 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 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:

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. 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 7 - March 11, 2013

### Registration Dates:

December 3, 2012 - January 4, 2013

### Course Fee:

\$300

### Payment:

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

