



# CONTINUING EDUCATION

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**CERTIFIED ADMINISTRATIVE PROFESSIONAL (CAP®) PART II : ROCE 2107**

### 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 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 11 - April 29, 2013

### Registration Dates:

December 3, 2012 - March 7, 2013

### Course Fee:

\$300

### Payment:

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

