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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 course is designed to measure the candidate's ability to properly analyze office situations, determine critical factors and 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 textbooks are 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

