



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 records management.

Target Audience:

All Certified Professional Secretaries and all candidates taking the fourth part of the Certified Administrative Professional Examination. This meets the needs of candidates going for the CAP® rating.

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. Median annual wages of executive secretaries and administrative assistants were \$44,010 in May 2009.

The top ten states with the most active CAP® holders include: Texas, Ohio, Virginia, Florida, Tennessee, Georgia, Califor-

nia, 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:

July 11 - September 5, 2011

Registration Dates:

April 1- July 7, 2011

Course Fee:

\$300

Payment:

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



Regents Online Continuing Education 2011 Summer Semester Schedule



Course Title	Course Number	Course Type*	CEUs Awarded	Course Length	2011 Session Dates	Course Fees	Registration Window
Business							
NEW! Fundamental Payroll Certification Review	2105	Scheduled	2.4	24 hours	Jun 6 - Aug 1	\$288	Apr 1 - Jun 2
Certified Administrative Professional (CAP®) Part I	2106	Scheduled	2.5	25 hours	Apr 1 - Jul 7	\$300	Jul 11- Sep 5
Law Enforcement							
Case Management: Documenting a Criminal for Prosecution	8104	On Demand	0.2	2 hours	Jun 6 - Dec 31	\$36	Jun 6 - Aug 31
Media Relations for Law Enforcement	8105	On Demand	0.2	2 hours	Jun 6 - Dec 31	\$36	Jun 6 - Aug 31
Miranda Rights Review	8106	On Demand	0.1	1 hour	Jun 6 - Dec 31	\$18	Jun 6 - Aug 31
Delegation: Improving Supervisor Skills	8107	On Demand	0.2	2 hours	Jun 6 - Dec 31	\$36	Jun 6 - Aug 31
Law Enforcement Supervision: Principles of Management	8108	On Demand	0.4	4 hours	Jun 6 - Dec 31	\$72	Jun 6 - Aug 31
Homeland Security/Emergency Management for Law Enforcement	8501	On Demand	0.2	2 hours	Jun 6 - Dec 31	\$36	Jun 6 - Aug 31
NEW! Domestic Violence for Law Enforcement	8112	On Demand	0.3	3 hours	May 9 - Dec 31	\$54	May 9 - Aug 31
Nursing/Healthcare							
Basic EKG	5202	On Demand	1.5	15 hours	Apr 1 - Dec 31	\$132	Apr 1 - Aug 31
Intro to Radiology for the Healthcare Professional	5702	On Demand	1.5	Self-paced; 15 modules	Apr 1 - Dec 31	\$132	Apr 1 - Aug 31
Dosage Calculations for Nurses	5211	Scheduled	3.6	36 hours	May 9 - Aug 15	\$288	May 9 - Jul 11
Allied Health Math Assessment	1501	Scheduled	3.0	30 hours	Jun 6 - Aug 31	\$240	Apr 1 - Jun 1
Public Safety							
NEW! Domestic Violence for EMS	8113	On Demand	0.2	2 hours	May 9 - Dec 31	\$36	Apr 1 - Aug 31

*NOTE: You must pre-register for Scheduled courses during the Registration Window and complete them within the Session Dates shown. 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