



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 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.

The top ten states with the most active CAP® holders include: Texas, Ohio, Virginia, Florida, Tennessee, Georgia, California, 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
- web navigation skills and email skills

Textbook Requirements:

No textbooks are required. All reading and reference material is supplied in the course.

Course Dates:

June 4 - July 23, 2012

Registration Dates:

April 2 - May 31, 2012

Course Fee:

\$300

Payment:

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



Regents Online Continuing Education 2012 Summer Semester Schedule



Course Title	Course Number	Course Type	CEUs Awarded	Instructor	2012 Session Dates	Course Fees	Registration Window*
Allied Health							
Allied Health Math Assessment Prep	ROCE 1501	On Demand	3.0	David Burks	May 7 - Aug 31, 2012	\$240	Apr 2 - July 9, 2012
Nursing/Healthcare							
Basic EKG	ROCE 5202	On Demand	1.5	Pam Taylor	Jun 1 - Dec 31, 2012	\$132	Jun 1 - Aug 31, 2012
Introduction to Radiology for Allied Health Professionals	ROCE 5702	On Demand	1.5	Tom Bukoskey	Jun 1 - Dec 31, 2012	\$132	Jun 1 - Aug 31, 2012
Dosage Calculations for Nurses	ROCE 5211	On Demand	3.6	Pat Roark	May 7 - Aug 31, 2012	\$288	Apr 2 - July 9, 2012
Human Resources							
HR Management Certificate	ROCE 2503	Scheduled	3.0	Susan Jones	Jun 11 - Aug 27, 2012	\$540	Apr 2 - Jun 7, 2012
CAP® Review							
Certified Administrative Professional - Part I	ROCE 2106	Scheduled	2.5	Debbie West-Green	Jun 4 - Jul 23, 2012	\$300	Apr 2 - May 31, 2012
Law Enforcement and Public Safety							
Domestic Violence for Law Enforcement	ROCE 8112	On Demand	0.3	Dawn Riddle	Jun 1 - Dec 31, 2012	\$54	Jun 1 - Aug 31, 2012
Domestic Violence for EMS	ROCE 8113	On Demand	0.2	Dawn Riddle	Jun 1 - Dec 31, 2012	\$36	Jun 1 - Aug 31, 2012

***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