



CONTINUING EDUCATION

Comes To You

Online

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

Course Length:

25 hours

CEUs Awarded:

2.5 CEUs

Endorsements:

According to Tennessee Department of Human Resources, TCA-8-50-102, employees are eligible to receive automatic salary advancements after passing certified professional secretary examinations.

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. Any automatic pay increase pursuant to this section shall take effect with the next pay period beginning after the employee's passing grades on all parts of the examinations are certified by the Institute for Certifying Secretaries. The automatic pay increase provided for in this section shall not affect any employee's eligibility for any regular merit increase. If necessary, one (1) or two (2) steps shall be added to the compensation plan to provide for the automatic increase provided for by this section.

Overview:

This course is designed to provide a basic knowledge and overview of the Certified Administrative Professional (CAP) exam. It 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 Certified Professional Secretaries and candidates taking the Certified Administrative Professional Examination. It meets the needs of candidates pursuing the CAP® rating.

Career Outlook:

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 median annual wage for executive secretaries and administrative assistants was \$44,010 in May 2009.

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
- Ability to use Microsoft Word
- Web navigation and email skills

Textbook Requirements:

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

Course Dates:

August 5 - September 23, 2013

Registration Dates:

July 1 - August 1, 2013

Course Fee:

\$300

Payment:

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

Regents Online Continuing Education 2013 Fall Semester Schedule



Course Title	Course Number	Course Type	CEUs Awarded	Instructor	2013 Session Dates	Course Fees	Registration Window*
Allied Health							
Allied Health Math Assessment Test Prep	ROCE 1501	Scheduled	3.0	David Burks	Sep 3 - Dec 31, 2013	\$240	Jul 1 - Nov 11, 2013
Human Resources							
HR Management Certificate	ROCE 2503	On Demand	3.0	Susan Jones	Sep 16 - Dec 31, 2013	\$540	Jul 1 - Sep 12, 2013
Nursing/Healthcare							
Basic EKG	ROCE 5202	On Demand	1.5	Pam Taylor	Sep 2 - Dec 31, 2013	\$132	Sep 2 - Dec 31, 2013
Introduction to Radiology for the Healthcare Professional	ROCE 5702	On Demand	1.5	Tom Bukoskey	Sep 2 - Dec 31, 2013	\$132	Sep 2 - Dec 31, 2013
Dosage Calculations for Nurses	ROCE 5211	On Demand	3.6	Pat Roark	Sep 3 - Dec 31, 2013	\$288	Jul 1 - Nov 11, 2013
NEW! NCLEX PN Review	ROCE 5204	Scheduled	1.6	Barbara Miller	Aug 26 - Oct 7, 2013	\$288	Jul 1 - Aug 22, 2013
NEW! NCLEX PN Review	ROCE 5204	Scheduled	1.6	Barbara Miller	Nov 4 - Dec 23, 2013	\$288	Aug 1 - Oct 31, 2013
NEW! NCLEX-RN Intensive for the Undergraduate Nursing Student	ROCE 5205	Scheduled	2.1	Julia Steed	Nov 4 - Dec 23, 2013	\$378	July 1 - Oct 31, 2013
NEW! Medical Terminology	ROCE 5103	Scheduled	8.0	Jerry Hodge	Sep 16 - Dec 31, 2013	\$333	Jul 1 - Sep 12, 2013
NEW! Anatomy & Physiology for Allied Health	ROCE 5102	Scheduled	8.0	Julie Crisp	Sep 16 - Dec 31, 2013	\$333	Jul 1 - Sep 12, 2013
NEW! IV Push Medication Administration	ROCE 5212	Scheduled	4.0	Kathleen Voeltzke	Oct 14 - Nov 25, 2013	\$408	Jul 1 - Oct 11, 2013
Differential Diagnosis for Physical Therapists	ROCE 5703	Scheduled	1.5	Natalie Housel	Oct 7 - Dec 9, 2013	\$132	Jul 1 - Oct 3, 2013
Early Childhood Development							
NEW! Guidance: Behavior Management and Guidance Strategies/Techniques	ROCE 3201	Scheduled	1.5	Nancy McGreevy	Sep 9 - Oct 21, 2013	\$270	Jul 1 - Sep 5, 2013
Law Enforcement and Public Safety							
Domestic Violence for Law Enforcement	ROCE 8112	On Demand	0.3	Dawn Riddle	Sep 2 - Dec 31, 2013	\$72	Sep 2 - Dec 31, 2013
Domestic Violence for EMS	ROCE 8113	On Demand	0.2	Dawn Riddle	Sep 2 - Dec 31, 2013	\$36	Sep 2 - Dec 31, 2013
CAP® Review							
Certified Administrative Professional - Part II	ROCE 2107	Scheduled	2.5	Debbie West-Green	Aug 5 - Sep 23, 2013	\$300	Jul 1 - Aug 1, 2013
Certified Administrative Professional - Organizational Management	ROCE 2108	Scheduled	2.5	Debbie West-Green	Sep 9 - Oct 28, 2013	\$300	Jul 1 - Sep 5, 2013

*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