



# CONTINUING EDUCATION

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## 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 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 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. 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:

June 3 - July 22, 2013

### Registration Dates:

April 1 - May 30, 2013

### Course Fee:

\$300

### Payment:

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



# Regents Online Continuing Education 2013 Summer Semester Schedule



Course Title	Course Number	Course Type	CEUs Awarded	Instructor	2013 Session Dates	Course Fees	Registration Window*
<b>Allied Health</b>							
Allied Health Math Assessment Test Prep	ROCE 1501	Scheduled	3.0	David Burks	May 6 - Aug 31, 2013	\$240	Apr 1 - Jul 15, 2013
<b>Human Resources</b>							
HR Management Certificate	ROCE 2503	On Demand	3.0	Susan Jones	Jun 10 - Aug 26, 2013	\$540	Apr 1 - Jun 6, 2013
<b>Nursing/Healthcare</b>							
Basic EKG	ROCE 5202	On Demand	1.5	Pam Taylor	Jun 4 - Aug 31, 2013	\$132	Jun 4 - Aug 31, 2013
Introduction to Radiology for the Healthcare Professional	ROCE 5702	On Demand	1.5	Tom Bukoskey	Jun 4 - Aug 31, 2013	\$132	Jun 4 - Aug 31, 2013
Dosage Calculations for Nurses	ROCE 5211	On Demand	3.6	Pat Roark	May 6 - Aug 31, 2013	\$288	Apr 1 - Jul 1, 2013
<b>Law Enforcement and Public Safety</b>							
Domestic Violence for Law Enforcement	ROCE 8112	On Demand	0.3	Dawn Riddle	Jun 4 - Aug 31, 2013	\$54	Jun 4 - Aug 31, 2013
Domestic Violence for EMS	ROCE 8113	On Demand	0.2	Dawn Riddle	Jun 4 - Aug 31, 2013	\$36	Jun 4 - Aug 31, 2013
<b>CAP® Review</b>							
Certified Administrative Professional - Part I	ROCE 2106	Scheduled	2.5	Debbie West-Green	Jun 3 - Jul 22, 2013	\$300	Apr 1 - May 30, 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