



# Continuing Education Comes To You Online

## Certified Professional Secretary® (CPS®) Review Course in Office Administration

ROCE 2101

**Course Length:** 25 hours

**CEUs Awarded:** 2.5 CEUs

### Endorsements:

The State of Tennessee gives clerical/secretarial or clerical/management staff a two-step salary increase for successful completion of the CPS examination. State colleges and universities give a 9% salary increase to their clerical/secretarial or clerical/management non-exempt staff. The American Council on Education (ACE) has also recommended that college credit be given for completion of CPS examinations.

### Overview:

If you're looking for a way to differentiate your resume from other administrative professionals, consider becoming a Certified Professional Secretary (CPS). Offered by the International Association of Administrative Professionals, the CPS rating is verifiable proof that your skills are up-to-date and that you are capable of handling a wide range of duties.

This course, the first in a three-part series, will assist you in reviewing the basic skills and key topics necessary to pass the Office Administration part of the CPS exam. This series focuses on two major areas:

- records management (filing systems, file management, filing rules and standards and security of records)
- communication (verbal, written, rules of grammar and business etiquette)

### Target Audience:

Administrative professionals seeking to advance their career and earn higher salaries and current CPS certification holders that need to recertify to keep their professional certification status.

### Career Outlook and 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 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 \$40,030 in May, 2008.

The top ten states with the most active CPS holders include: Tennessee, Texas, California, Illinois, Florida, Missouri, Ohio, Michigan, Georgia and Virginia. CPS 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 CPS 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:

Certified Professional Secretary Examination Review: Office Administration, 5th ed., 2004, Prentice-Hall, ISBN 0131145517. This textbook is available through our bookstore, <http://www.rodpc.bkstr.com/>

**Schedule:** September 13 - November 1, 2010

**Registration Timelines:** July 1 - September 8, 2010

**Course Fee:** \$200

**Payment:** Cash, Mastercard or Visa Credit Card, Check, Money Orders accepted

Certified Professional Secretary® courses are registered trademarks of the International Association of Administrative Professionals

# Regents Online Continuing Education 2010 Fall Semester Schedule

Course Title	Course Number	Course Type	CEUs Awarded	Instructor	2010 Session Dates	Course Fees	Registration Window
<b>Business</b>							
SHRM Learning Systems®	2502	Scheduled	3.5	Roderick Fox	Sept 13 - Dec 6	\$1,199	Jul 1 - Sept 8
Records Management	2410	Scheduled	3.0	Debbie Green	Oct 18 - Dec 13	\$360	Jul 1 - Oct 13
<b>CPS® &amp; CAP® Review</b>							
Certified Professional Secretary® Review Course: Office Administration	2101	Scheduled	2.5	Debbie Green	Sept 13 - Nov 1	\$200	Jul 1 - Sept 8
Certified Professional Secretary Review Course: Office Systems & Technology	2102	Scheduled	2.5	Debbie Green	Sept 13 - Nov 1	\$200	Jul 1 - Sept 8
Certified Professional Secretary Review Course: Management	2103	Scheduled	2.5	Debbie Green	Sept 7 - Oct 25	\$200	Jul 1 - Sept 1
Certified Administrative Professional	2104	Scheduled	2.5	Debbie Green	Sept 7 - Oct 25	\$200	Jul 1 - Sept 1
<b>Commercial Driving</b>							
CDL Permit Prep	9101	Scheduled	1.5	A. L. Bentley	Oct 4 - Nov 8	\$120	Jul 1 - Sept 29
<b>Public Safety</b>							
Spanish for EMS	8605	Scheduled	1.5	John Sarmiento	Sept 13 - Nov 22	\$132	Jul 1 - Sept 8
<b>Law Enforcement</b>							
Case Management: Documenting a Criminal for Prosecution	8104	On Demand	0.2	Donald Drewry	Sept 20 - Dec 31	\$36	Sept 20 - Dec 31
Media Relations for Law Enforcement	8105	On Demand	0.2	Donald Drewry	Sept 20 - Dec 31	\$36	Sept 20 - Dec 31
Miranda Rights Review	8106	On Demand	0.1	Donald Drewry	Sept 20 - Dec 31	\$18	Sept 20 - Dec 31
Delegation: Improving Supervisor Skills	8107	On Demand	0.2	Donald Drewry	Sept 20 - Dec 31	\$36	Sept 20 - Dec 31
Law Enforcement Supervision: Principles of Management	8108	On Demand	0.4	Donald Drewry	Sept 20 - Dec 31	\$72	Sept 20 - Dec 31
Homeland Security/Emergency Management for Law Enforcement	8501	On Demand	0.2	Donald Drewry	Sept 20 - Dec 31	\$36	Sept 20 - Dec 31
<b>Nursing/Healthcare</b>							
Antibodies Identification	5801	On Demand	1.0	Eleanor Jator	Sept 13 - Dec 31	\$180	Sept 13 - Dec 31
Basic EKG	5202	On Demand	1.5	Pam Taylor	Jul 1 - Dec 31	\$132	Jul 1 - Dec 31
Intro to Radiology	5702	On Demand	1.5	Tom Bukoskey	Jul 1 - Dec 31	\$132	Jul 1 - Dec 31
Differential Diagnosis	5703	Scheduled	1.5	Natalie Housel & Ed Raynes	Sept 7 - Oct 18	\$132	Jul 1 - Sept 10
Dosage Calculations for Nurses	5211	On Demand	3.6	Pat Roark	Jul 1 - Dec 6	\$288	Jul 1 - Sept 13
<b>Human Resources</b>							
HR Management Certificate	2503	On Demand	3.0	Susan Jones	Sept 13 - Dec 31	\$540	Jul 1 - Dec 31

**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 (Social Security Number) 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