

2009/2010

Certified Professional Secretary®/ Certified Administrative Professional® CPS/CAP Review Courses

Register today at <http://www.cpe.vt.edu/cpscaph>

The Virginia Tech Richmond Center is offering review courses to prepare participants for the CPS/CAP exam. The entire program is offered in four modules that may be taken independently or together. The courses are consistent with the exam topics, are six weeks per module, and are held on **Thursday evenings (6:00-9:00PM) at the Virginia Tech Richmond Center, 2810 Parham Rd., Suite 300, Richmond, VA 23294.**

Participants taking the review courses receive personal, face-to-face training for the topics in the CPS/CAP certification exam. The rewards for achieving certification are numerous, as attested by more than 65,000 Certified Professional Secretaries and Certified Administrative Professionals.



Module 1

Office Systems and Technology

Oct. 8–Nov. 12, 2009

Technical terminology, hardware for computer operations, the network enterprise, document layout and design, system security, system software and software for business applications, office design, and ergonomics

Module 2

Office Administration

Dec. 3, '09–Jan. 21, '10

File management, composition and editing, research and reference, rules of grammar, and information distribution

Module 3

Management

Feb. 4– Mar. 11, 2010

This is the last module required for the Certified Professional Secretary exam and covers such topics as human resources, accounting procedures and analysis, time management, and communication

Module 4

Advanced Organizational Management

Mar. 25–Apr. 29, 2010

This module is required for the Certified Administrative Professional exam in addition to prior modules. In-depth topics include Organizational planning, team skills, advanced administration, and advanced communication

Excellent reasons for certification:

- ◆ A professional certification shows employers, clients and associates you are committed as a professional and that you have an internationally recognized “mark of excellence”
- ◆ Validation as an administrative professional
- ◆ Enhance assurance of employability
- ◆ Career advancement
- ◆ Potential pay increases
- ◆ Potential bonuses
- ◆ Increased self-esteem
- ◆ Greater respect from employers and peers
- ◆ Confidence to assume greater responsibilities
- ◆ Possible college credit toward a degree

Who Should Attend: Administrative assistants and office managers who would like to advance their careers, firmly establish their current positions, or enhance their expertise in the field by receiving the CPS/CAP credentials.

Registration Fees:

All four modules: \$896 (save \$100 when you register for all four modules at once!)
One module: \$249

Registration includes the textbook and handouts for each module. Each week, the instructor presents information to effectively prepare participants for the certification exam. Practice exams are loaded on the classroom computer for participants to test the knowledge gained after completing each module.

Each participant, upon successful completion of each module, will receive a certificate of completion from Virginia Tech and 1.8 Continuing Education Units.

Most participants receive tuition reimbursement from their employers to cover registration fees.

For More Information: Don't miss this important professional development opportunity! For more information regarding these courses, please contact Kathy Ely at kbely@vt.edu, or call 804-662-7288, or visit the website at <http://www.cpe.vt.edu/cpscaph>