



2010 Certified Professional Secretary/Certified Administrative Professional CPS/CAP Review Courses

Valencia Enterprises 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 and are six weeks per module. CPS classes are held on Monday evenings (6 to 9 p.m.). CAP classes are held on Thursday evenings (6 to 9 p.m.) at Orlando Regional Medical Center, 1414 Kuhl Ave., Orlando, FL 32806. (Classroom 105)

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.

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| <p>Module 1 (CPS/CAP): Office Systems and Technology</p> <p>Mondays January 4 – February 8</p> <p>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.</p> | <p>Module 2 (CPS/CAP): Office Administration</p> <p>Mondays February 15 – March 22</p> <p>File management, composition and editing, research and reference, rules of grammar, and information distribution.</p> | <p>Module 3 (CPS/CAP): Management</p> <p>Mondays March 29 – May 3</p> <p>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.</p> | <p>Module 4 (CAP): Advanced Organizational Management</p> <p>Thursdays March 25 – April 29</p> <p>This module is required for the Certified Administrative Professional Exam in addition to prior modules. In depth topics.</p> |
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Why Get Certified?

- 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 (Valencia Community College offers 24 credits for the CPS and an additional 6 credits for the CAP certification toward the Office Administration A.S. 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 three CPS modules: \$150 (save \$30 when you register for all 3 CPS modules at once!) All four CPS/CAP modules \$200 (save \$40 when you register for all 4 modules at once!). One module: \$60 each

Books or CDs may be purchased at www.cpsreview.com. Each week, the instructor presents information to effectively prepare participants for the certification exam.

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

Some 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, visit www.valenciaenterprises.org or call 407-582-6688.

