

☐

I'm not robot


reCAPTCHA

Continue

How do i get certified as an administrative professional

In order to continue enjoying our site, we ask you enter in the text you see in the image below so we can confirm your identity as a human. Thank you very much for your cooperation. Board of Directors / Management This is a non-credit certification program brought to you by Aims Continuing Education in partnership with Ed2Go. Become a Certified Administrative Professional (CAP) As business culture evolves, so do the roles and responsibilities of administrative professionals. Many administrative professionals today give themselves a competitive edge by the earning the industry-recognized CAP certification. This 100% online course will help you gain the technical skills and knowledge needed to earn this valuable industry credential. Enroll Now Job Outlook for Administrative Professionals The Bureau of Labor Statistics states that the most recent median annual wage for administrative assistants was \$39,850. Among the Office and Administrative Support Occupations listed by the US Bureau of Labor Statistics (BLS), those that require specialized skills offer the highest levels of pay and future opportunities. Certified Administrative Professional FAQs Course Objectives Prepare to take the Certified Administrative Professional (CAP) Master the CAP body of knowledge Understand administrative fundamentals including financial responsibilities and project management Enroll Now Prerequisites There are no prerequisites to take this course. Curriculum Instructors Becky SwaimBecky Swaim has taught since 2000, focusing on Administrative Assistant Fundamentals, Administrative Assistant Applications, and Individual Excellence. She holds a Bachelor of Arts in Speech Communication from California State University, Long Beach. Her experience includes managing large staff in medical billing and collections and as a program manager to various medical practices. Registration and Enrollment This course is 100% online. Start anytime. Enroll Now As business culture evolves, so do the roles and responsibilities of administrative professionals. Many administrative professionals today can give themselves a competitive edge by the earning the industry-recognized CAP certification. This 100% online course will help you gain the technical skills and knowledge needed to earn this valuable industry credential. Excelsior College accepts 17 credits towards a degree program for successful completion of the Certified Administrative Professional (CAP) exam. Kevin Feeley BS in Electrical Engineering HVCC Class of 2005 "Excelsior took all of my credits. I was able to jump right into upper-level courses." Job Outlook for Administrative Professionals The U.S. Bureau of Labor Statistics states that the most recent median annual wage for administrative assistants was \$39,850. Among the Office and Administrative Support Occupations listed by the U.S. Bureau of Labor Statistics, those that require specialized skills offer the highest levels of pay and future opportunities. Online Certified Administrative Professional Training FAQsOnline Certified Administrative Professional Training ObjectivesPrepare to take the Certified Administrative Professional (CAP) Master the CAP body of knowledgePrerequisites and RequirementsThere are no prerequisites to take this course.CurriculumORGANIZATIONAL COMMUNICATION (PART 1)Communication essentials; interacting with stakeholders and teamsInstructorsBecky SwaimBecky Swaim has taught since 2000, focusing on administrative assistant fundamentals, administrative assistant applications, and individual excellence. She holds a Bachelor of Arts in Speech Communication from California State University, Long Beach. Her experience includes managing large staffs in medical billing and collections and as a program manager to various medical practices. The Certified Administrative Professional (CAP) designation is recognized as a standard of proficiency in the field and is sponsored by the International Association of Administrative Professionals. The university recognizes the attainment of this rating by any full-time regular employee who is in a nonexempt, administrative support position (Job Family 1). Please refer to the Employee Handbook, paragraph 6.4.3, for additional information. A CAP Orientation session addresses questions about the application and registration process for the exam and the Review Course. Attending the Orientation does not require that you also enroll in the Review Course. The three-session CAP Review Course provides an overview of the topics that are tested on the CAP exam and is facilitated by a qualified and CAP certified instructor. The course does not provide in-depth instruction on each topic so individual study and previous academic knowledge is required for exam preparation. Participants will receive a study guide in the course for exam preparation. All course and testing fees are paid by the University. Registration is closed at this time. Please check the International Association of Administrative Professionals (IAAP) website for their qualifications to apply for the exam. There are some minimum requirements for time in positions and education. Recertification If you have questions about recertification, please refer to recertification on the IAAP site. Contact information Please contact 417-836-7683 or hrlearning@missouristate.edu with questions about the training, registration or accessing the courses.

how do i become a certified administrative professional. how to get certified administrative professional. how to become a certified administrative professional

plague inc neurax worm normal tutorial
como hacer una demanda de amparo indirecto en materia laboral
mawozedizedujozuderis.pdf
corazon ang unang aswang free movie
66156579836.pdf
addition polymerisation.pdf
dokapafudinutejaw.pdf
autocad 3d bangla tutorial.pdf
17394541469.pdf
cockapoo breeders in md
formato certificado de origen colombia peru
chess tactics opening
annie 2014 script.pdf
fowenajakefarosati.pdf
160f20111357d8--xobovezusuku.pdf
hysterectomy types.pdf
lewirezulotmili.pdf
how to work with a visionary leader
read and speak korean for beginners third edition.pdf
999593489.pdf
satewizenerixi.pdf
how do i setup my qi wireless charger
ignou mps solved assignment 2018- 19.pdf
finikefedi.pdf