

The Queen City North Chapter IAAP

presents

E-Learning: The Future of Training in the Administrative Field

MaryAnn Meyer CPS/CAP, MOS

Executive Assistant, The Procter & Gamble Company



MaryAnn Meyer is currently the Executive Assistant to L.J. Sauer, Ph.D., Vice President of Global Sustainability at The Procter & Gamble Company. In 2006, MaryAnn graduated with honors (4.0) at Madison Area Technical College and holds an Associate of Applied Science Degree. She has over 21 years experience in the Administrative field. MaryAnn has a passion for learning and for sharing educational opportunities with others. She attained the CPS designation in 1998, the CAP designation in 2002, and has recertified four times since 2004! MaryAnn has also attained the Microsoft Office Specialist – Master Level Certification for Office 2000 and Office 2007.

A past Ohio Division Certification Committee Chair, and Chapter-level Certification Chair, MaryAnn continues to coach IAAP members (and non-members) in studying for the CPS and/or CAP exams. She also serves on the College of Business and Industry Advisory Board at Gateway Community & Technical College in Northern Kentucky.

If you are considering going back to school, there are plenty of new options available. We know that most of you have a job, a family and a life, but this session is being presented to assist you with what is offered with online learning and classroom opportunities in the Administrative field. MaryAnn Meyer CPS/CAP, MOS, will discuss her personal experience with attaining the CPS, the CAP, and MOS certifications and then attaining a college degree (MATC). She will also discuss her continuing education path, and teaching/coaching others who are studying for the CPS/CAP exams.

Attend this session to

- Discover what is E-Learning? What is the difference between a degree, a certificate, and certification? What are the benefits of each of these? Why should you invest your time and money in E-Learning?
- What options are available to you?
Online college degree programs (Demonstrate their websites, BlackBoard, MATC, Sinclair, UC-Clermont)
Online certificate programs (Colleges, Great Oaks)
Microsoft.com tutorials (Demonstrate lessons from Office 2007, discuss MOS certification)
- Webcasts (IAAP, ASAP, AMA)

Join us for this interactive, engaging and educational conversation about E-Learning in the Administrative field. It may just transform your life!

Date: Tuesday, January 18, 2011

Location: West Chester Conference Center, 9248 Princeton- Glendale Road, West Chester, Ohio 45011

Networking: 5:30 P.M. Dinner: 6:00 P.M. Speaker: 6:45 P.M.

RSVP – Email Dinner Reservation to lindaiaapqcnc@zoomtown.com

Reservation/Cancellation Deadline: Thursday, January 13, 2011, 5:00PM – Payment Collected at Door (Cash or Check Payable to Queen City North Chapter IAAP). A reservation is a financial commitment; cancellation must be received before the deadline; otherwise you will be responsible for the cost of the meal. (\$20-Members/\$22-Guests)

Menu: Dinner Buffet – Baked Lasagna, Caesar Salad, Fresh Baked Rolls w/Butter, Coffee, Tea (hot and Iced) and Cookies

Questions? Contact Pam Hollingsworth @ pamhollingsworth03@msn.com. For more information about the Queen City North Chapter, visit our website @ <http://www.iaap-queencitynorth.org>