

Certified Professional Secretary®/Certified Administrative Professional®

Online CPS/CAP Review Course

Overview:

Virginia Tech proudly announces the launch of its Online CPS®/CAP® Review Course in an entirely online format.

The online format allows you to fit the review modules around your schedule, transcending all time zones and making it accessible to students across the globe. Choose the best learning environment for

you, whether it's logging on from home after the kids are in bed, on a lunch break at work, or reserving computer time at your local library. But being fully online does not mean "on-your-own" self-study. The modules are designed for inter-activity and collaboration, with participants placed into learning cohorts to promote support and communication.



Certification Benefits:

A professional certification shows employers, clients and associates that you are committed as a professional and that you have an internationally recognized mark of excellence.

- Capability to assume greater responsibility
- Recognition and respect from employers and peers
- Career advancement
- Potential pay and bonus increases
- Increase in confidence and self-esteem
- Greater assurance of employability
- Possible college credit toward a degree

Costs:

Save \$100 by registering for the four-module comprehensive package and paying up front. Four-Module Package: \$639; Single-Module Price: \$185

** These prices do not include books **

For More Information:

Registration inquiries and questions related to Virginia Tech's Online CPS/CAP Review Course should be directed to **Sally Wieringa** at 866/791-4898 or sallyw@vt.edu

***Please visit www.cpscapiddl.vt.edu
for module descriptions, course schedules, and other information***

Disclaimer: IAAP does not govern or endorse any particular course. Taking a review course does not guarantee passing the CPS or CAP exams.