



Lighthouse News



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"Lighting the pathways for professional growth"

Jacksonville-Onslow-Lejeune

Volume 5 Issue 1

February 2010

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Points of Interest

- The JOL Chapter meets the second Thursday of each month, 5:30 – 7 PM, Marine Federal Credit Union (MFCU), 4180 Western Blvd Ext (use rear entrance)

February 2010

- Monday, February 22, JOL Executive Board Mtg, Noon, Pizza Hut, Brynn Marr

March 2010

- Thursday, March 11, JOL Chapter Meeting. 5:30 PM, "How to Mediate a Dispute" presented by Kristal Humphrey, MCAS New River
- Friday & Saturday, March 19-20, NCD Leadership & Education Forum in Atlantic Beach (see page 2).
- Monday, March 22, JOL Executive Board Mtg, 12 Noon, Pizza Hut, Brynn Marr.

Why Certify?

Do you desire a competitive edge in today's demanding job market? If so, IAAP's two professional ratings—the Certified Professional Secretary (CPS) and the Certified Administrative Professional (CAP) - are the recognized standards of proficiency for administrative professionals.

Studying for and passing the required exams will improve your professional qualifications, increase your knowledge and raise your self-esteem. You may also obtain college credits, and, according to the 2009 salary survey from Office Team, you may even see up to a 7% salary increase!

Miriam Appleton CPS

Contact Miriam for more information at info@iaap-jol.org.



Exam Dates	Deadline Dates
May 7-8, 2010	February 15, 2010
November 5-6, 2010	August 15, 2010
May 6-7, 2011	February 15, 2011

SAVE THE DATE

Wednesday, April 21, 2010

11:30 AM

Paradise Point Officers Club

7TH Annual Administrative Professionals' Celebration

Awards "Luncheon"

Guest Speaker: Mike Collins, The Perfect Workday Co.

Go to www.jacksonvilleonline.org for more information and the Administrative Professional of the Year Nomination Form.



National Wear Red Day

All across the country, people have been wearing red to show their support for Go Red For Women and to help raise awareness of heart disease.

National Wear Red Day is observed the first Friday in February. Many companies and individuals continue to observe "Go Red For women" each Friday throughout February by wearing red clothing. Wear Red on Fridays.



Get Your Heart Checked Regularly

Valentine's Day Raffle



"Dinner and a Movie"

Winner

Steve Forney

Coastal Carolina Community College

A BIG Thank-You to the members for a job well done selling the raffle tickets for this fundraiser. Give Yourself a big pat on the back!!

NC Division 2010 Leadership and Education Forum – Atlantic Beach— March 19-20, 2010

JOL is going to the Beach and we want you to come and go with us.

It's the 2010 NCD Leadership and Education Forum. Mark your calendars now and plan to attend this exciting and educational event - at the BEACH!

The forum will begin on Friday afternoon at 1:00 p.m. with a seminar entitled **The Energy Bus**, presented by Sherry Vaughn, Vice President of Academic Affairs at Spartanburg Community College.

The seminar on Saturday begins at 8:30 AM with **Making the Commitment to Professionalism** presented by Mr. Mike Collins, President of the Perfect Workday Company. There will

also be a "Vendor Fair" and Evening of Welcome which will include dinner, a silent auction and entertainment on Friday night.

Now, tell me where else can you get such an educational opportunity and a weekend at the beach for only \$95 IAAP Member or \$115 non-member registration and \$85 ocean view hotel room.

You can sign up for one seminar or



the entire forum. It's also right here on the coast so you don't have to spend the night if you're not attending all the seminars.

ROOM RESERVATION DEADLINE: March 2, 2010

Discounted room rates will NOT BE honored after this date.

We hope that you will begin NOW to make plans to join us. Complete your registration form today and mail it to Norma Bain CPS/CAP (NCD Treasurer), 325 Iverleigh Lane, Jacksonville, NC 28540 or register online at www.iaap-hq.org.

FINAL Registration deadline is March 12, 2010

Watch Your Language! (Usage)

In today's busy world of e-mails, instant messages, and texting, it may seem a bit nitpicky or even 'old school' to discuss the importance of proper English usage. But while the informal style we use when communicating with friends and family does have its place, that place is not the workplace. The ability to write and speak correctly is so important to a business career that you'll find you will become more successful as you improve your communication skills.

Many common words and phrases cause confusion for even the most experienced writers. Will these challenging words 'affect' or 'effect' how others perceive you in the workplace? Read on to find out.

The following frequently misused words (adapted from *Administrative Assistant's and Secretary's Handbook, third Edition*, by James Stroman, Kevin Wilson, and Jennifer Wauson (AMACOM, 2008) can flummox any writer. How many do you use correctly?

Affect/Effect

Which is correct?

1. The light effects my vision.
2. The light affects my vision.

Correct answer: #2, affects. *Affect* is most commonly used as a verb, meaning 'to influence.' It is used as a noun only as a psychological term, meaning 'feeling or emotion.' *Effect* is a verb meaning 'to bring about.' It is also used as a noun, meaning 'a result or consequence, or a mental impression.'

Council/Counsel

Which is correct?

1. The council met to discuss future projects.
2. The counsel met to discuss future projects.

Correct answer: #1, council. A *council* is a group of persons convened for advisory purposes. *Counsel* is advice. (The word sometimes means 'attorney.')

Each/Their

Which is correct?

1. Each drives his own car.
2. Each drives their own car.

Correct answer: #1, his own car. Pronouns must agree in number and person with the words to which they refer.

Farther/Further

Which is correct?

1. I walked further than he did.
2. I walked farther than he did.

Correct answer: #2, farther. *Farther* shows a specific, quantifiable distance. *Further* shows degree or

extent, as in: 'He will go further with your help than without it.'

May/Can

Which is correct?

1. May I help you?
2. Can I help you?

Correct answer: #1, may. *May* refers to permission. *Can* refers to ability.

Who/That

Which is correct?

1. She is the woman that smiled at him.
2. She is the woman who smiled at him.

Correct answer: #2, who. *Who* is used to refer to people. *Which* and *that* refer to objects.



Mark your Calendars

NCD Leadership & Education Forum

Date: March 19-20, 2010 Atlantic Beach Sheraton
See page 2 for details

Administrative Professional's Week

Date: April 18-25, 2010

County & City Proclamation Presentation

Date: Mon, April 5, 2010-County Commissioner Mtg
7 PM—City Hall, 815 New Bridge St.

Date: Tues, April 6, 2010-City Council Mtg
7 PM—City Hall

Administrative Professional Luncheon

Date: Wed, April 21, 2010-Paradise Point Officers
Club, 11:30 AM—1:30 PM

NCD Annual Meeting

Date: June 11-13—Crowne Plaza, Hickory, NC

JOL Meeting Dates: 2010

Mar 11	Apr 8	May 13
June 10	July 8	Aug 13
Sept 9	Oct 14	Nov 4

Certification Information

Certified Professional Secretary® CPS®

- * A Secretary/admin must meet certain educational and work experience requirements and pass a three-part one-day examination.
- * The CPS® Examination is administered the first Saturday of May and November.
- * More than 60,000 administrative professionals have achieved the CPS® rating since its inception in 1951.

Certified Administrative Professional® CAP®

- * An administrative professional must meet certain educational and work experience requirements and pass a four-part, one and one-half day examination.
- * The CAP® exam is administered twice annually - the first Friday and Saturday of May and November.
- * CAP® rating was introduced in 2001.

Examination Information

Parts 1-3 CPS® and CAP® exams:

Finance and Business Law

- * Economics 30%; Accounting 35%; Business Law 35%

Office systems & Administration

- * Office technology 50%; Office administration 25%; Business Communication 25% Management
- * Behavioral science in business 36%; Human resources management 19%; Organizations and management 45%

Part 4 - CAP®

Organizational Planning; Team Skills;
Strategic planning; Advanced administration.

CPS® and CAP® Review Materials

The Chapter has the four textbooks available for members to check out. We are also in the proc-

ess of organizing a study group to prepare for taking the exam. For more information on certification or joining a study group contact Miriam Appleton, Education and Certification Chair at (appleton@campbell.edu). The next registration opportunity is August 15th for the November 5-6 exam. IAAP also has review materials to download from their website. Be sure to inquire at www.iaap-hq.org/prodev/certification for additional information.

Fees

For the CPS or CAP Exam

Exam	Member/ Non - Mem- ber	Fees	Amount
3-part CPS exam	Member	Processing	\$50
		Examination	\$160
		Total	\$210
	Non- Member	Processing	\$85
		Examination	\$250
		Total	\$335
4-part CAP exam	Member	Processing	\$50
		Examination	\$210
		Total	\$260
	Non- Member	Processing	\$85
		Examination	\$300
		Total	\$385
Retaking ea part of the Exam	Member	Examination	\$60
	Non- Member	Examination (per part)	\$60



CPS Question

1. What is the most effective way to present database output in a formal business format?

- A. Forms
- B. Macros
- C. Queries
- D. Reports

ANSWER: D

New Members Installed



Six new members were installed during the January JOL Chapter Meeting.

(l-r) Valerie Cox, Linder Morton, Chandra DeVaul, Iris Gray, and Teri Hetherington.

President Deb Forney installed the new members and welcomed them to the JOL Chapter of IAAP.

February/March Birthdays/Anniversaries

Birthdays

- Cynthia Burley - 2/3
- Deb Forney - 2/18
- Linder Morton - 3/13
- Valerie Cox - 3/19
- Scarlet Monroe - 3/26



Anniversaries

- Norma Bain - 2/1966
- Iris Gray - 2/2005
- Sheryl Perry - 3/2007



Future JOL Programs

- Mar 11** **How to Mediate a Dispute**
- Apr 8** **The Virtual Assistant**
- May 13** **Head to Toe Image**



Ornament Exchange





Miriam Appleton CPS, Deb Forney, Karen Beblo, and Nancy Ortiz (L-R)

Officers 2009 - 2010

President
 Deb Forney
 City of Jacksonville
 dforney@ci.jacksonville.nc.us

Vice-President
 Miriam Appleton, CPS
 Campbell University
 Appleton@campbell.edu

Treasurer
 Karen Beblo
 Marine Federal Credit Union
 kbeblo@marinefederal.org

Secretary
 Nancy Ortiz
 City of Jacksonville
 nortiz@ci.jacksonville.nc.us

Committee Chairpersons

By-Laws & Standing Rules
 Norma Bain, CPS/CAP
 Jones-Onslow Electric Membership Corp
 nbain@joemc.com

CPS®/CAP® Service and Education
 Miriam Appleton CPS
 Campbell University
 appleton@campbell.edu

Media/Newsletter/Website
 Nancy Ortiz
 City of Jacksonville
 nortiz@ci.jacksonville.nc.us

Membership Committee
 Debra Forney
 City of Jacksonville
 dforney@ci.jacksonville.nc.us

Ways and Means Committee
 Janet Tucker
 Marine Federal Credit Union



Meets **Second Thursday** Each Month
 Marine Federal Credit Union
 4180 Western Blvd., Extension
 (Rear Entrance)
 Jacksonville, NC
 5:30 pm – 5:45 pm (Networking)
 5:45 pm – 7:00 pm (Education/Chapter Business)



International Association of
 Administrative Professionals®
JOL Chapter

The Jacksonville-Onslow-Lejeune (JOL) Chapter was chartered in November 2004 and promotes professionalism through continuing education, chapter programs, and networking for administrative assistants.

The chapter is one of 18 chapters of the North Carolina Division.

If you would like to join us at our next meeting, please contact the Membership Committee by e-mail at membership@iaap-jol.org or call (910) 938-5221. A JOL chapter member will gladly contact you with more information and welcome you to your first meeting.

Annual Membership Dues

Dues	Chapter	Division	Int'l	TOTAL
Member*	\$15	\$10	\$83	\$105
Student	\$7.50	\$5	\$50	\$62.50

*New members also pay a one-time processing fee of \$15.
 This is waived for students.



www.iaap-hq.org
www.iaap-nc.org
www.iaap-jol.org

Certify Your Credibility

Future CPS®/CAP® Exam
 Exam Dates Application Deadline
 May 7-8, 2010 Feb 15, 2010
 Nov 5-6, 2010 Aug 15, 2010
 Part 4 of the CAP exam is administered on Friday afternoon, Parts 1-3 of the CPS and CAP exams are administered on Saturday.