

What is PACE?

PACE is the American Society of Administrative Professional's certification program and is recognized by the Institute for Credentialing Excellence (ICE). Our program is taught through an interactive, e-learning platform and is comprised of 4 learning modules.

Interpersonal Communication

- Components of communication, persuasion, and influence
- Effectively voicing ideas, opinions, and objections
- Relationship and conflict management
- Elements of exceptional business writing
- Confidentiality and ethics in a support role

Task & Project Management

- Principles of project, task, and time management
- Strategies for managing some of your most common and complicated projects and tasks, such as event and meeting planning, travel, and email
- Valuable tools and best practices for managing your physical and virtual space

Computer & Internet Technology

- To effectively communicate with IT teams using effective terminology
- Video conferencing best practices
- Business trends in data storage, AI, IOT, Extended Reality, and robotics
- Basics of software suites and licensing, operating systems, and cloud storage
- Proper use of technology, intellectual property, and copyright guidelines for using web content

Management Skills

- How to think critically, solve problems effectively, and make decisions efficiently
- How to improve quality while maintaining productivity

- Techniques for leading and getting results from others

Skills You Will Gain

- Interpersonal communication
- Task & project management
- Event & meeting planning
- Video conferencing
- Virtual office management
- Leadership
- Business writing
- Internet security
- Problem solving

PACE+ Certification Enrollment | Product

Ready to take your administrative career to the next level? The PACE+ Program is your ticket to achieving the Professional Administrative Certification of Excellence (PACE). Created for busy professionals, this e-learning program is available entirely online in a hybrid (on-demand/live format) through the ASAPorg.com E-Learning Center.

The PACE+ Program is comprised of four Proficiency Modules designed sharpen the skills most valued by employers: Interpersonal Communications, Taks & Project Management, Computer & Internet Technology, and Management Skills.

Your PACE+ Program includes:

- Four Proficiency Modules, featuring comprehensive text, **advanced PACE+ videos**, and practice quizzes
- **PACE+ Practice Exam**
- Access to the PACE Online Community to connect with other learners
- **Registration to one of our live, online PACE+ Prep Classes** – a one-day review of all modules to prep for the final exam. Several dates offered throughout the year. Handout included.
- Three attempts at the final certification exam (120 questions, 90 minutes, 80% pass mark)

- Additional resources: PACE Study Kit and the Digital Study Guide (PDF download of the Proficiency Modules for offline studying)