

**CERTIFIED PROFESSIONAL SECRETARY (CPS)  
2011 MANAGEMENT  
REVIEW COURSE  
SYLLABUS**

All classes are from 6-8 pm and students are required to read the chapters indicated prior to the class. Homework may be assigned and could include additional research and/or reading outside the course book. The instructor may alter or change this syllabus during the course to better facilitate learning. Students may bring snacks or dinner to the course. Any other questions, please contact your facilitator.

**MARCH 10 - CLASS #1**

Chapter 2: Recruitment and Selection and Performance Evaluation  
Chapter 4: Job Analysis and Training and Development

**MARCH 24 – CLASS #2**

Chapter 1: Basic Management Principles

**MARCH 31 – CLASS #3**

\*\*Student Presentations – Management Theorists  
Chapter 3: Legal and Ethical Issues

**APRIL 7– CLASS #4**

Chapter 5: Compensation and Benefits and Record Keeping

**APRIL 14 – CLASS #5**

Chapter 9: Time Management  
Chapter 10: Communication

**APRIL 21 – CLASS #6**

Chapters 6 & 7: Accounting Procedures, Parts I & II

**APRIL 28 – CLASS #7**

Chapter 8: Financial Statement Analysis and Managerial Accounting