

**CERTIFIED PROFESSIONAL SECRETARY (CPS)  
2011 OFFICE SYSTEMS AND TECHNOLOGY  
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.

**January 20 - CLASS #1**

Certification overview

Chapter 1 – Terminology and Basic Concepts of Information Processing

**January 27 – CLASS #2**

Chapter 2 – Hardware for Computer Operations

Chapter 3 – Telecommunications and Network Technologies

**February 3 – CLASS #3**

Chapter 4 – The Networked Enterprise

Chapter 5 – System Security

Midterm Exam

**February 10 – CLASS #4**

Chapter 6 – Document Layout and Design

Chapter 7 – Document Reproduction

**February 17 – CLASS #5**

Chapter 8 – System Software for Computer Operations and Management

Chapter 9 – Software for Business Applications

**February 24 – CLASS #6**

Chapter 10 – Furniture, Equipment, and Supplies

Chapter 11 - Ergonomics

**March 3 – CLASS #7**

Final Overview

Practice Exam