

**CERTIFIED PROFESSIONAL SECRETARY (CPS)  
2011 OFFICE ADMINISTRATION  
REVIEW COURSE  
SYLLABUS**

All classes are from 6-8 p.m. and attendees 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. Attendees may bring snacks or dinner to the course. Any other questions, please contact your facilitator.

**January 10 – CLASS #1**

Certification overview  
Chapter 1 – Filing Systems

**January 17 – CLASS #2**

Chapter 2 – File Management  
Chapter 3 – Filing Rules and Standards

**January 24 – CLASS #3**

Chapter 4 – Verbal Communication: Fundamentals  
Chapter 5 – Verbal Communication: Professional Communication Applications

**January 31 – CLASS #4**

Chapter 6 – Research and Reference Materials  
Mid-term exam

**February 7 – CLASS #5**

Chapter 7 – Composing and Editing Written Communication  
Chapter 8 – Writing Business Documents

**February 14 – CLASS #6**

Chapter 9 – Producing Documents in Final Form  
Chapter 10 – Information Distribution

**February 21 – CLASS #7**

Chapter 11 – Rules of Grammar  
Chapter 12 – Business Etiquette