

Instructor's Manual

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Certified Professional Secretary[®] (CPS)

and

Certified Administrative Professional[®] (CAP)

Examination Review Series

**OFFICE SYSTEMS
AND TECHNOLOGY**


Fifth Edition

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Office Systems and Technology

Proposed Course Outlines

I. Four-Week Course Format

Week #	Course Topics
1	Course Intro Chapter 1: Terminology and Basic Concepts of Information Processing Chapter 2: Hardware for Computer Operations
2	Chapter 3: Telecommunications and Network Technologies Chapter 4: The Networked Enterprise Chapter 5: System Security
3	Chapter 6: Document Layout and Design Chapter 7: Document Reproduction Chapter 8: System Software for Computer Operations and Management
4	Chapter 9: Software for Business Applications Chapter 10: Furniture, Equipment, and Supplies Chapter 11: Ergonomics

II. Eight-Week Course Format

Week #	Course Topics
1	Course Intro Chapter 1: Terminology and Basic Concepts of Information Processing
2	Chapter 2: Hardware for Computer Operations Chapter 3: Telecommunications and Network Technologies
3	Chapter 4: The Networked Enterprise
4	Chapter 5: System Security
5	Chapter 6: Document Layout and Design
6	Chapter 7: Document Reproduction
7	Chapter 8: System Software for Computer Operations and Management Chapter 9: Software for Business Applications
8	Chapter 10: Furniture, Equipment, and Supplies Chapter 11: Ergonomics

III. Twelve-Week Course Format

Week #	Course Topics
1	Course Intro Chapter 1: Terminology and Basic Concepts of Information Processing
2	Chapter 2: Hardware for Computer Operations

3	Chapter 3: Telecommunications and Network Technologies
4	Chapter 4: The Networked Enterprise
5	Chapter 5: System Security
6	Chapter 6: Document Layout and Design
7	Chapter 7: Document Reproduction
8	Chapter 8: System Software for Computer Operations and Management
9	Chapter 9: Software for Business Applications
10	Chapter 10: Furniture, Equipment, and Supplies
11	Chapter 11: Ergonomics
12	Review, Practice Exam