

**JOLIET JUNIOR COLLEGE  
DEPARTMENT OF COMPUTER INFORMATION  
AND OFFICE SYSTEMS**

**COURSE SYLLABUS**

<b>Course Prefix and Number</b>	OFS 296
<b>Course Title</b>	Professional Secretary Prep II
<b>Curriculum</b>	Computer Information & Office Systems
<b>Lecture</b>	3
<b>Lab</b>	0
<b>Credit Hours</b>	3
<b>Prerequisites</b>	OFS 295 - Consent of Office Coordinator

Catalog Description

The Certified Professional Prep II course provides valuable assistance to anyone preparing for the CPS Examination. The Series focuses on key topics test-takers must know in order to pass the exam. It is the only examination preparation series produced in conjunction with the International Association of Administrative Professionals (IAAP). The format of each manual in the Series guides administrative professionals in effective study techniques and relevant information to help the candidate prepare for the CPS and CAP examination.

Course Objectives: See attached.

Prepared by:

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8/22/08

Reviewed by:

Ram Raghuraman  
Department Chairperson      Date

## STUDENT MATERIALS

- A. Title: Management (CPS Exam), 5th Edition  
Author: Haney and Mazzola  
Publisher: International Association of Administrative Professionals and Prentice Hall

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- Title: Advanced Organizational Management (CAP only)  
Author: Garrison and Turner  
Publisher: International Association of Administrative Professionals and Prentice Hall

B. Other Required Materials

None.

C. Student Evaluation (Type of Grading)

A. PROJECTS

None

B. PAPERS (no. of pages, expository writing done outside of class required and graded in addition to essay examinations):

None

C. EXAMS AND WHAT TYPE:

Quizzes at the end of each chapter.  
Mid-term and Final essay exam.

Week	Unit, Topic, Class Activity (Indicate approximate time allotment for each topic/unit)	Comments
<b>Week 1</b>	<b>Book 1--Chapter 1 – Basic Management Principles; Chapter 2 – Recruitment, Selection, and Performance Evaluation</b>	
<b>Week 2</b>	<b>Chapter 3 – Legal and Ethical Issues</b>	
<b>Week 3</b>	<b>Chapter 4 – Job Analysis, Training, and Development</b>	
<b>Week 4</b>	<b>Chapter 5 – Compensation, Benefits, and Record Keeping</b>	
<b>Week 5</b>	<b>Chapter 6 – Accounting Procedures</b>	
<b>Week 6</b>	<b>Chapter 7 – Accounting Procedures Part 2</b>	
<b>Week 7</b>	<b>Chapter 8 – Financial Statement Analysis and Managerial Accounting</b>	
<b>Week 8</b>	<b>Chapter 9 – Time Management</b>	
<b>Week 9</b>	<b>Book II--Chapter 1 – Critical Thinking and Decision-Making Processes</b>	
<b>Week 10</b>	<b>Chapter 2 – Strategic Planning—Mission and Values</b>	
<b>Week 11</b>	<b>Chapter 3 – Allocating Resources</b>	
<b>Week 12</b>	<b>Chapter 4 – Mentoring and Training</b>	
<b>Week 13</b>	<b>Chapter 5 – Conducting Research</b>	
<b>Week 14</b>	<b>Chapter 6 – Organizational Leadership; Chapter 7 – Team Building and Team Leading</b>	
<b>Week 15</b>	<b>Chapter 8 – Solving Problems and Resolving Conflict</b>	
<b>Week 16</b>	<b>Chapter 9 – Conducting Meetings; Chapter 10, Communication</b>	
<b>Wee 17</b>	<b>Chapter 11—Legal Issues in Communications; Professional Protocol</b>	

## OBJECTIVES

Upon completion of the course the student will have:

- Knowledge of basic terminology and concepts of computer hardware, computer systems, and computer configuration
- Working knowledge of document layout, design, and reproduction
- Understanding of system software for computer operations, management, and business applications
- Ability to manage physical resources including furniture, equipment, and supplies
- Understanding of ergonomic environments, hazards, factors, and standards in the office environment