

**CPS Review Class Schedule – Fall 2006**  
**Texas A&M Physical Plant Training Room #105 12:00 – 1:00**

	<b>Office Systems &amp; Technology</b>
July 27 <sup>th</sup>	Chapter 1 - Terminology & Basic Concepts of Information Processing Chapter 2 – Hardware for Computer Operations
August 3 <sup>rd</sup>	Chapter 3 – Telecommunications & Network Technologies Chapter 4 – The Networked Enterprise
August 10 <sup>th</sup>	Chapter 5 – System Security Chapter 6 – Document Layout & Design
August 17 <sup>th</sup>	Chapter 7 – Document Reproduction Chapter 8 – System Software for Computer Operations & Management
August 24 <sup>th</sup>	Chapter 9 – Software for Business Applications Chapter 10 – Furniture, Equipment & Supplies Chapter 11 - Ergonomics
	<b>Management</b>
August 31 <sup>st</sup>	Chapter 1 – Basic Management Principles Chapter 2 – Recruitment, Selection, and Performance Evaluation
Sep 7 <sup>th</sup>	Chapter 3 – Legal and Ethical Issues Chapter 4 – Job Analysis, Training, and Development
Sep 14 <sup>th</sup>	Chapter 6 – Accounting Procedures Chapter 7 – Accounting Procedures
Sep 21 <sup>st</sup>	Chapter 5 – Compensation, Benefits, and Record Keeping Chapter 8 – Financial Statement Analysis and Managerial Accounting
Sep 28 <sup>th</sup>	Chapter 9 – Time Management Chapter 10 – Communication
	<b>Administration</b>
Oct 5 <sup>th</sup>	Chapter 1 – Filing Systems Chapter 2 – File Management Chapter 3 – Filing Rules & Standards
Oct 12 <sup>th</sup>	Chapter 4 – Verbal Communication: Fundamentals Chapter 5 – Verbal Communication: Professional Communication Applications Chapter 6 – Research and Reference Materials
Oct 19 <sup>th</sup>	Chapter 7 – Composing and Editing Written Communication Chapter 8 – Writing Business Documents Chapter 9 – Producing Documents in Final Format
Oct 26 <sup>th</sup>	Chapter 10 – Information Distribution Chapter 11 – Rules of Grammar Chapter 12 – Business Etiquette
Nov 4 <sup>th</sup>	CPS Exam at Physical Plant

Please call Sheila Dotson with any questions 845-1649 or [sdotson@tamu.edu](mailto:sdotson@tamu.edu)