

Miami-Dade Community College
OST2388 – CPS Exam Prep 2

Catalog Description:

This course is designed to prepare students for the Certified Professional Secretary examination where they will demonstrate knowledge of the concepts taught in Accounting, Office Technology, and Office Administration.

3 credits

Pre- or Co-requisites

None

Course Competencies:

Competency 1: The student will demonstrate an understanding of Accounting by:

- a. Describing the principles and procedures of accounting
- b. Identifying balance sheet accounts
- c. Identifying income statement accounts
- d. Summarizing and interpreting financial data
- e. Identifying depreciation methods
- f. Describing types of inventory systems
- g. Explaining notes receivable and interest revenue
- h. Explaining notes and bonds payables
- i. Identifying business entities
- j. Describing fixed and variable costs
- k. Explaining budgeting

Competency 2: The student will demonstrate an understanding of Office Technology by:

- a. Describing the processing of information
- b. Explaining the technology of communication
- c. Outlining records management process
- d. Describing software and hardware integration process
- e. Describing ergonomics

Competency 3: The student will demonstrate an understanding of Office Administration/Communications by:

- a. Describing the process of arranging for business traveling, Conferences and meetings
- b. Outlining different office procedures
- c. Explaining the preparation of written communications such as Composing, editing, abstracting and preparation of final format
- d. Identifying reference materials