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MINISTRI NG EDUKASYON, KULTURA AT ISPORTS  
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)  
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MECS O R D E R  
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POLICIES AND STANDARDS FOR THE BACHELOR OF SCIENCE IN SECRETARIAL  
ADMINISTRATION AND THE POST SECONDARY AND TERMINAL COURSES

To: Bureau Directors  
Regional Directors  
Presidents, State Colleges and Universities  
Heads of Private Schools, Colleges and Universities  
Vocational School Superintendents/Administrators

1. The inclosed set of policies and standards as proposed by the Philippine Association of Secretarial Educators (PASE) and the Bureau of Higher Education (BHE) embodies the general principles and guidelines relative to secretarial education. The standards have been developed after a national conference and a series of consultative meetings and workshops joined by school heads, deans of secretarial schools from government and private colleges and universities, professional societies, and other concerned regulating agencies and organizations.
2. As approved by this Office and as part of the approved policies and standards for secretarial education are the following components: Minimum Curricular Requirements for the (a) Four-Year Bachelor of Science in Secretarial Administration; (b) Five-Month Post-Secondary Level; (c) One-Year Post-Secondary Course; (d) One Year General Clerical Course, and (e) the Two-Year Junior Secretarial Course.
3. Secretarial Administration aims to provide the students with:
  - a. a common foundation of knowledge and understanding concerning modern business through a core program consisting of general education and professional secretarial administration;
  - b. a sufficient exposure to related academic instruction to the realities of the business world;
  - c. an adequate training to make the secretarial administration graduates immediately employable and/or engage in either entrepreneurship or self-employment; and
  - d. proper motivation for professional growth.
4. All concerned are required to prepare and make the necessary adjustments of their programs and facilities based on the inclosed guidelines and standards.
5. This Order supersedes all existing policies and standards related to Secretarial Education and will take effect beginning the school year 1984-1985.

6. Wide dissemination of and compliance with this Order by all higher education institutions and all others concerned is enjoined.

(SGD.) JAIME C. LAYA  
Minister

**Incls.:**

As stated

**References:**

Department Order: No. 36, s. 1975  
E.P.S Circular: No. 3, s. 1975

Allotment: 1-3-4--(D.O. 1-76)

To be indicated in the Perpetual Index  
under the following subjects:

CURRICULUM  
RULES & REGULATIONS  
SCHOOLS  
SOCIETY or ASSOCIATIONS  
STUDENTS  
VOCATIONAL EDUCATION

POLICIES AND STANDARDS  
FOR SECRETARIAL ADMINISTRATION

Article I

Authorization

Section 1. Only schools/colleges, universities chartered or non-chartered, technical and vocational schools duly authorized by the Ministry of Education, Culture and Sports shall conduct Secretarial Administration courses. Such institutions that offer Secretarial program either as separately organized schools or as colleges of secretarial administration in the universities and colleges of the Philippines, shall be referred to in general term as "Secretarial Schools."

Section 2. All curricular programs in Secretarial Administration must have prior authorization from the Ministry of Education, Culture and Sports.

Article II

Mission Statement and Objectives

Section 1. Secretarial Administration should be geared toward the preparation of the secretaries and secretarial educators to adequately meet the growing demands of manpower in business, in industry, and in the government service.

Section 2. Secretarial Administration aims to provide the students with:

- 2.1 A common foundation of knowledge and understanding concerning modern business through a core program consisting of general education and professional secretarial administration;
- 2.2 A sufficient exposure to the realities of the business world, thru academic instruction closely coordinated with the business community;
- 2.3 An adequate training to make the secretarial administration graduates immediately employable and/or engage in either entrepreneurship or self-employment; Some graduates of our secretarial courses venture into entrepreneurship;
- 2.4 Proper motivation for professional growth.

Article III

Administration

Section 1. Secretarial Schools shall be administered by a full-time Dean/Department Head/Department Chairman/Director, with option to teach for corresponding remuneration, with the following qualifications;

- 1.1 Must be a holder of Master's degree with orientation in his baccalaureate and/or graduate degree in business education.
- 1.2 Must have a very satisfactory teaching experience of at least five (5) years in their respective disciplines.
- 1.3 Must have at least a year of satisfactory office work experience.

Section 2. The general functions and responsibilities of the Dean/Department Head/Department Chairman/Director are:

- 2.1 To assist the School Head in all matters affecting general academic and administrative policies of the institution.
- 2.2 To prepare, with qualified assistance from all possible sources, the curricular programs for the different major fields of concentration in Secretarial Administration and to keep the programs attuned with current trends and developments in education and with practices in secretarial education.

Section 3. The Dean/Department Head/Department Chairman/Director, may be assisted by a Senior Faculty Assistant when the enrollment reaches more than one thousand students or in the absence of the Dean.

- 3.1 Must have units in Master's degree.
- 3.2 Must have a very satisfactory teaching experience of at least three (3) years in their respective disciplines.
- 3.3 Must have at least a year of satisfactory office work experience.

#### Article IV

##### Faculty

Section 1. It is highly desirable that school employ only full-time instructors. A full-time instructor is one whose total working day is devoted to the school, who has no other remunerative employment elsewhere during regular working hours, who is paid on a regular monthly basis, or its hourly basis and has requisite academic qualification. In the collegiate courses, at least 60% of the subjects offered should be taught by permanent and full-time teachers except in highly technical or specialized courses where the proportion shall be regulated by the Ministry of Education, Culture and Sports.

Section 2. The teaching personnel in Secretarial Administration must have at least 10 units in Education, three (3) of which is Methods of Teaching Secretarial subjects.

Section 3. When vacancies occur in the teaching force of the school during the school year, substitutes or replacements of similar qualifications should be employed.

Section 4. The following qualifications of employment should be observed.

- 4.1 The remuneration paid to Secretarial Faculty as a general rule, should be the same as that of the rate of teachers teaching academic subjects;
- 4.2 The probationary employment for full-time faculty who is academically qualified should be for a period of not more than three (3) years. Faculty members who is successfully passed this probation period shall be considered permanent.

Section 5. Faculty members may carry a maximum teaching load of twenty-four hours per week of skilled and content subjects.

Section 6. The faculty in the College of Secretarial Administration through its faculty-ranking systems, shall be assigned academic ranks in accordance with the established criteria in ranking. The usually recognized ranks of college faculty members are instructors, assistant professors, associate professors, and professors.

Suggested criteria for ranking:

4.1 Professor

- 4.1.1 Training - Doctor's degree preferred
- 4.1.2 Teaching Competence - outstanding
- 4.1.3 Length of service - Ten (10) or more years related to teaching of a highly specialized nature.
- 4.1.4 Efficiency - evidence of successful work in positions held, past and present
- 4.1.5 Productive scholarship
- 4.1.6 Community extension services
- 4.1.7 Good moral character

4.2 Associate Professor

- 4.2.1 Training - Doctor's degree preferred but at least a Master's degree or its equivalent
- 4.2.2 Teaching competence - very satisfactory
- 4.2.3 Length of service - Seven (7) to ten (10) years related to teaching or eminence in a profession of highly specialized nature.
- 4.2.4 Efficiency - evidence of successful work in position held, past and present
- 4.2.5 Productive scholarship
- 4.2.6 Community extension services
- 4.2.7 Good moral character

4.3 Assistant Professor

- 4.3.1 Training - Doctor's degree preferred but at least a Master's degree or its equivalent.
- 4.3.2 Teaching competence - very satisfactory
- 4.3.3 Length of service - Five (5) to seven (7) years related to educational work and/or in profession related to teaching.
- 4.3.4 Efficiency - evidence of successful work in position held, past and present.
- 4.3.5 Productive scholarship
- 4.3.6 Community extension services
- 4.3.7 Good moral character.

4.4 Instructors

4.4.1 Training - Master's degree or its equivalent; honor graduates such as Cum Laude, Magna Cum Laude or Summa Cum Laude provided he/she fulfills the requirement of a masteral degree within a period of three (3) years. In situation where there are no qualified applicants (Master's Degree and Honor Graduates) the school may consider a baccalaureate degree holder provided he possesses the necessary teaching competence and fulfills the requirement of a masteral degree within a period of three (3) years.

4.4.2 Good moral character

As a general rule, a new member of the faculty begins as instructor and is subsequently promoted, if deserving. However, a faculty member may be employed and appointed as assistant professor, associate professor if his appointment/designation is warranted by his training and scholarship.

Section 7. Faculty Development Program. The faculty pays a major role in the effective operation of the school and shares in delegated responsibilities; hence, there is need to maintain a development program, to wit:

7.1 Attendance at in-service training programs on official time shall be encouraged at least once a year, and records of such attendance shall be filed at the Office of the Dean/Department Head/Department Chairman/Director.

Article V

Curriculum

BACHELOR OF SCIENCE IN SECRETARIAL ADMINISTRATION

Major: Secretarial Education

First Year

<u>First Semester</u>		<u>Units</u>
Typewriting 1	(Fundamental of Typewriting)	5
Shorthand 1	(Fundamentals of Shorthand)	5
P DPR	(Personality Development and Public Relations)	3
English 1	(Communication Skills Listening, reading and writing-elementary)	3
Social Science 1	(Contemporary National Development)	3
		<u>19</u>
 <u>Second Semester</u>		
Typewriting 2	(Advance Typewriting)	5
Shorthand 2	(Introductory Transcription)	5
Clerical Training	(Clerical Skills with Office Ethics)	3
English 2	(Communication Skills Listening, reading and writing-advanced)	3
Political Science 1	(Philippine Government & Constitution)	3
		<u>19</u>

Second Year

<u>First Semester</u>		<u>Units</u>
Typewriting 3	(Production Typewriting)	5
Shorthand 3	(Elementary Transcription)	5
Accounting 1	(Fundamentals of Accounting)	6
English 3	(Speech and Oral Communication)	3
Management 1	(Business Organization & Management)	3
P.E. 1		(2)
CMT		<u>(1.5) 22</u>

Second Semester

Computer Education	(Computer Fundamentals Word Processing)	(3)
Shorthand 4	(Advanced Transcription)	5
History 1	(Phil. History Roots & Dev't)	3
Office Management 1	(Theory & Practice including 200 hrs. office work)	3
English 4	(Business English & Correspondence)	3
Economics 1	(Principles of Economics with Tax and LR)	3
P.E. 2		(2)
CMT		<u>(1.5) 17</u>

*\*The first two years are terminal courses should the student wish to stop at this point.*

Third Year

<u>First Semester</u>		<u>Units</u>
Machine Shorthand 1*	(Fundamentals of Machine Shorthand)	(3)
Pilipino 1	(Gamiting Pilipino: Komposisyon at Pagbasa)	3
English 5	(Technical Report Writing)	3
Spanish 1	(Elementary Spanish)	3
Business Math II	(Adv. Business Math)	3
Education 1	(Foundation of Business Education)	3
Shorthand Elective	(Shorthand Elective)	(2)
P.E. 3		<u>(1.5) 18</u>
CMT		

*\*Optional*

Second Semester

		<u>Units</u>
Pilipino 2	(Sining ng Pakikipagtalastasan)	3
Spanish 2	(Intermediate Spanish)	3
Education 2	(Educational Psychology)	3
Guidance 1	(Guidance and Counseling)	3
Natural Science 1	(Earth Science)	3
Education 3	(Test and Measurement)	(2)
P.E. 4		<u>(1.5) 1</u>
CMT		

FOURTH YEAR

<u>First Semester</u>		<u>Units</u>
Pilipino 3	(Panitikang Pilipino)	3
English 6	(Philippine Literature in English w/ Rizal's writings)	3
Education 4	(Teaching Strategies: Content Subjects)	3
Education 5	(Teaching Shorthand and Type-writing and other Secretarial Subjects)	3
Spanish 3		3
Natural Science 2	(Biological Science)	3
		<u>18</u>
<u>Second Semester</u>		<u>Units</u>
Pilipino 4	(Pilipino sa Tanging Gamit)	3
Computer 2	(Computer Programming)	(3)
Spanish 4	(Selected Writings)	3
Philosophy	(Logic and Ethics)	3
Secretarial Practice Teaching		5
		<u>14</u>
		<u>145</u>

JOB TARGET

Third Year

Clerk Stenographer  
Receptionist  
Senior Secretary

Fourth Year

Executive Secretary  
Administrative Assistant  
Teacher

BACHELOR IN SECRETARIAL ADMINISTRATION

Major: Secretarial Education

SUMMARY OF UNITS

<u>A. General Education</u>		<u>Units</u>
1. Communication Arts .....		18
English 1 ....	3 units	
English 2 ....	3 "	
English 3 ....	3 "	
English 4 ....	3 "	
English 5 ....	3 "	
English 6 ....	3 " w/ Rizal's writings	
2. Spanish .....		12
Spanish 1 ....	3 units	
Spanish 2 ....	3 "	
Spanish 3 ....	3 "	
Spanish 4 ....	3 "	
3. Pilipino .....		12
Pilipino 1 ....	3 units	
Pilipino 2 ....	3 "	
Pilipino 3 ....	3 "	
Pilipino 4 ....	3 "	



4.	Social Science .....	12
	Philippine History .... 3 units	
	Social Science ..... 3 "	
	Political Science ..... 3 "	
	Philosophy ..... 3 "	
5.	Natural Science .....	6
	Natural Science 1 .... 3 units	
	Natural Science 2 .... 3 "	
6.	Mathematics .....	3
	Business Math 2 ..... 3 units	
7.	Computer Education .....	(6)
	Computer Education 1 .. (3)units	
	Computer Education 2 .. (3)units	
8.	P.E./R.O.T.C.	
<b>B. Professional Education Subjects</b>		
1.	Education .....	15
	Education 1 ..... 3 units	
	Education 2 ..... 3 "	
	Education 3 ..... 3 "	
	Education 4 ..... 3 "	
	Education 5 ..... 3 "	
2.	Guidance and Counseling .....	3
3.	Practicum .....	8
	Office Management 1. .... 3 units	
	Sect'l Practice Teaching 5 "	
4.	Machine Shorthand I (Optional) .....	(3)
<b>C. Area of Concentration - Professional Courses</b>		
1.	Typewriting .....	15
	Typewriting 1 ..... 3 units	
	Typewriting 2 ..... 3 "	
	Typewriting 3 ..... 3 "	
2.	Shorthand .....	20
	Shorthand 1 ..... 5 units	
	Shorthand 2 ..... 5 "	
	Shorthand 3 ..... 5 "	
	Shorthand 4 ..... 5 "	
3.	Management 1 .....	3
4.	Secretarial Accounting .....	6
5.	Personality Development .....	3
6.	Clerical Training .....	3
7.	Economics 1 .....	3
8.	Shorthand Elective .....	3
	Total No. of Units	<u>145</u>

BACHELOR OF SCIENCE IN SECRETARIAL ADMINISTRATION

Major: Office Management

SUMMARY OF UNITS

	Units
A. General Education	
1. Communication Arts .....	18
English 1	
English 2	
English 3	
English 4	
English 5	
English 6 with Rizal's writings	
2. Spanish .....	12
Spanish 1	
Spanish 2	
Spanish 3	
Spanish 4	
3. Social Sciences .....	18
Philippine History	
Social Science 1	
Political Science 1	
Psychology	
Philosophy 1	
Social Science Elective	
4. Mathematics .....	3
Mathematics 2	
5. Computer Education .....	(6)
Computer Education 1	
Computer Education 2	
6. Pilipino .....	6
Pilipino 1	
Pilipino 2	
7. P.E./ROTC .....	(4/6)
B. Professional Courses	
1. Personality Development .....	3
2. Clerical Training .....	3
3. Finance 1 .....	3
4. Business Law 1 .....	3
5. Marketing 1 .....	3
6. Economics 1 .....	3
7. Management .....	9
Management 1	
Management 2	
Management Elective	
8. Secretarial Accounting .....	12
Secretarial Accounting 1 . . . . .	6 units
Secretarial Accounting 2 . . . . .	3 "
Secretarial Accounting 3 . . . . .	3 "

	Units
9. Typewriting .....	15
Typewriting 1 . . . . .	5 units
Typewriting 2 . . . . .	5 "
Typewriting 3 . . . . .	5 "
10. Shorthand .....	20
Shorthand 1 . . . . .	5 units
Shorthand 2 . . . . .	5 "
Shorthand 3 . . . . .	5 "
Shorthand 4 . . . . .	5 "
11. Machine Shorthand (Optional) .....	(3)
12. Practicum .....	9
Office Management 1 . . . . .	3 units
Office Management 2 . . . . .	3 "
Practicum 3 (Sect'l Adm. Practice) . . . . .	3 "
13. Shorthand Elective .....	3
14. Free Elective .....	3
	140

Article VI

Instructional Standards

Section 1. The undergraduate courses in Secretarial Administration and the major field of Concentration must show evidence of having developed strength in their respective areas by attaining the objectiveness of the course.

Section 2. The college should at all times maintain a high standard of instruction and a system of evaluation of teaching competence. A system of supervision shall be adopted for compliance with rules and regulations governing academic standards.

Section 3. The different curricular programs in Secretarial Administration must adopt a standard textbook and use other books as reference for the use of each particular school which is of fairly recent edition and which reflects current trends in the Secretarial Administration, up-to-date in methods or presentation and in content, does not violate the laws of the Philippines and preferably written by Filipino authors.

Section 4. The Dean/Department Head/Department Chairman/Director of Secretarial Administration should see to it that instructors and students must have the necessary textbooks and instructional materials. Arrangements shall be made to enable the students to acquire them.

Section 5. College may change their textbooks only once every five years.

Section 6. Five-unit typing and stenography may be offered during Summer provided that the number of hours correspond to the number of hours in a regular semester.

Article VII

Library

Section 1. Every college offering the Secretarial Administration program should have library resources relevant to business education, adequate in quality and quantity, helpful in serving the needs of scholarship and research, as well as progressively developing and growing in accordance with institutional development and expansion plans.

- 1.1 Quality refers to such factors as breadth and depth of coverage and representativeness of authority in the various disciplines.
- 1.2 Quantity refers to the number of holdings and reference materials which should be proportionate to the total number of enrolment, and be responsive to the needs of the students.

Section 2. The following are the minimum staff requirements:

- 2.1 A college should have a full-time librarian who is a holder of Master of Library Science degree or its equivalent.
- 2.2 In terms of enrolment there should be one full-time librarian for the first 500 students, two for an enrolment of 1000. For every increase of 1000 students or a fraction thereof, a professional librarian should be added to the staff.

Section 3. A library collection should consist of the following:

- 3.1 A basic collection of 5,000 titles should be deemed adequate to support the curricular needs of a college with an enrolment of not more than 500 students.
- 3.2 For an enrolment of more than 500 requirement is as follows:

<u>Enrolment</u>	<u>Title per Student</u>	<u>No. of Vol.</u>
500 or more	10	5,000
501 - 1,000	10	10,000
1001 - 3,000	8	24,000
3001 - 5,000	6	30,000
5001 - above	5 per cent	

- 3.3 At least five (5) per cent of the book collection should be Filipiniana and Orientalia.
- 3.4 At least forty-five (45) per cent of the book collection should be on the major fields.
- 3.5 The curriculum must have appropriate and adequate library support. Every discipline should be provided with enough books in proportion to the required number of volumes.

- 3.6 The Library resources should include, in addition to books, a substantial number of appropriate professional publication, such as journals, bibliographies, annuals, monographs, serials, periodicals, and magazines, in varied quantity and pamphlets, documents, newspapers and non-book materials.
- 3.7 It is required that at least twenty (20) per cent of the total book collection should be of recent edition (published during the last five years).
- 3.8 In the field of social sciences and in pure as well as applied sciences the collection must consist of books of recent edition.
- 3.9 There should be at least 1 subscription to 10 different magazine titles and/or periodicals for each of the different disciplines.

Section 4. The following are the minimum requirements for Library quarters either as part of the main library or as separate library.

- 4.1 There should be adequate reading space for the student population
- 4.2 The reading room should be able to accommodate at one seating a minimum of 15 to 20% of the student enrolment. The reading room should provide, at least 2.79 sq. m. per reader, a space that includes allowance for furniture and equipment.

Section 5. The open shelf system should be encouraged.

#### Article VIII

##### Physical Facilities

###### A. Typewriting

1. One to one ratio of manual typewriters in good working condition, every school year, must be observed.
2. Electric typewriter - at least one per one hundred students.
3. Each student must have one typing book and one shorthand book for his use in the classroom.
4. Visual aids.
5. Table bell
6. Stop watch
7. Keyboard chart

###### B. Simulation Room

1. There must be at least one duplicating machine
2. Filing cabinets
3. A pair of telephone/pair of intercommunication

4. Adding and/or calculation machines
5. Tape recorder and/or record player

C. Shorthand

1. Visual aids
2. Stop watch
3. Tape recorder

Article IX

Admission Requirements

1. Four-Year Programs -

Passing of NCEE and other admission requirements prescribed by the school. The school is given privilege to require standard admission adherent in their manual of regulation for students.

A. High School Graduate - for those starting college

1. Form 138 or Report Card
2. Certification of Good Moral Character and other requirements prescribed.
3. NCEE for the Four-Year Course.

B. Transferees

1. Honorable Dismissal; Good Moral Character; Information copy of Transcript of Records duly certified by the school last attended.
2. Validating/Qualifying examination especially in shorthand, typewriting, and English proficiency

Article X

Residence and Unit Requirements

Section 1. As a general rule, no degree should be conferred upon a student unless he has taken the last curriculum year of the course in the institution which is to confer the degree.

Section 2. No student should be permitted to take any subject until he has satisfactorily passed the pre-requisite subjects. Special cases should be referred to the Ministry of Education, Culture and Sports through the Regional Office for decision/approval.

Section 3. As a general rule, a student shall be allowed to carry a maximum load of twenty-one (21) units each semester. Units in excess of this requirements shall need a permit from the Ministry of Education, Culture and Sports through the Regional Office.

Section 4. If a student obtain a grade of INCOMPLETE for non-compliance with the core requirements of the course he should not be given any credit for the subject or course unless he satisfactorily removes the incomplete grade within one year from the date it was obtained. The incomplete grade not removed within one year shall be recorded and submitted immediately on a supplementary Form XLX. No school shall give a final grade of "4" or "condition".

#### Article XI

##### Effectivity

Section 1. These rules and standards shall take effect this school year, 1984-85.

Section 2. This Order supersedes all previous circulars, memoranda regarding Secretarial Education.

#### COURSE DESCRIPTION

##### BACHELOR IN SECRETARIAL ADMINISTRATION

Major: Secretarial Education

##### TYPEWRITING 1 (Fundamentals of Typewriting)

This course is designed to develop skill in manipulating the typewriter; to learn the different techniques of basic typing; to utilize these skill and techniques in the production of typewritten materials on the acquaintanceship level; to attain a speed of 20-30 correct words a minute with error tolerance of 3 per minute; to build a fund of applied knowledge as to correct English and acceptable typographical usage relative to typewritten materials; to develop the habit of proofreading accurately, to learn to arrange materials attractively; and to form good work habits.

5 hours a week. Credit - 5 units  
Prerequisite - none

##### SHORTHAND 1 (Fundamentals of Shorthand)

This course lays emphasis on reading and copying from shorthand plates. The objectives of this course is to develop the ability to read shorthand at the rate of 10-20 word a minute from Lessons - 1 - 15. It embraces the following features: Intensive drill on reading connected matter until copying from shorthand plates, in order to develop shorthand writing skills; and develop reading speed and transcription from shorthand plates. Systematic pattern dictation of materials from the text is introduced. Emphasis is given to the application of the rules of grammar, punctuation spelling, capitalization, and the development of an adequate business vocabulary. Speed objective is 50-60 words a minute on a 2-minute take, practiced material, with 10-20% error tolerance (longhand transcription).

5 hours a week. Credit - 5 units  
Prerequisite - none

PERSONALITY DEVELOPMENT (Personality Development,

This course aims to help the student obtain an effective personality to help him venture into an office career. Topics include: definition of personality, its facets - health, nutrition, exercise, good grooming, make-up, dress, voice and speech, social graces, office etiquette, getting along with people, intelligent behavior, motives, and emotions, moral behavior, and values and attitudes.

3 hours a week. Credit - 3 units  
Prerequisite - none

TYPEWRITING 2 (Advanced Typewriting)

This course is designed to develop proficiency in typing business letters in different styles and forms with emphasis on proper letter placement. It also covers inter-office communications, simple tabulations; rough drafts; simple manuscripts (with footnotes and stencil cutting). Continued emphasis is given to the development of typing power so that students may attain a speed of 30-40 correct words a minute with error tolerance of 1 per minute on a 5 - minute.

5 hours a week. Credit - 5 units  
Prerequisite - Typewriting 1

SHORTHAND 2 (Introductory Transcription)

This course has the following objectives: review and strengthen the student's knowledge of Gregg Shorthand, to develop their ability to construct outlines for unfamiliar words, to increase their knowledge of the basic non-shorthand elements of transcription, to increase their dictation speed from 60-70 words a minute on a 3-minute take, with 10-15 error tolerance on outside materials (long-hand transcription).

Five hours a week. Credit - 5 units  
Prerequisite - Shorthand 1

CLERICAL TRAINING (Clerical Skills with Office Ethics)

This course deals with clerical office procedures, such as telephoning, meeting people, purchasing, receiving and selling. Exercises are given to develop these skills. The second part gives an overview of filing system and intensive rules of alphabetic indexing. The third part gives the students, principles of office ethics, human and public relations.

Three hours a week. Credit - 3 units  
Prerequisite - none

TYPEWRITING 3 (Production Typing)

This course is designed to provide the student with opportunities for the application of typing skills previously learned. The ability to produce marketable quantities of problems for typical business jobs is emphasized. Problem-solving experiences are given in both private and government offices. Speed: at least 30-40 net words a minute, on a 5-10 minute take.

Five hours a week. Credit - 5 units  
Prerequisite - Typewriting 1 & 2



### SHORTHAND 3 (Elementary Transcription)

This course aims to review the principles of Gregg Shorthand, to develop further the students ability to construct outlines under the stress of dictation, to extend the student ability to spell to punctuate, to develop further the students command of the mechanics of English, to learn to place letters attractively on stationery, to handle problems of office-style dictation, to learn further, efficient and transcription techniques. This course introduces machine transcription.

Five hours a week. Credit - 5 units  
Prerequisite: Shorthand 1 & 2

### SHORTHAND 4 (Advanced Transcription)

This course emphasizes the training of secretarial students in the expert level. It consist of dictation on business letter materials at the rate of 80-100 words a minute, on a 5-minute take, with 10% error tolerance. It involves word-list theory recall, introduction of shortcuts, derivative drill, high speed takes and court materials. Supplementary materials are utilized. Machine transcription is intensified.

Five hours a week. Credit - units  
Prerequisite: Shorthand 1, 2, and 3

### ACCOUNTING 1 (Fundamentals of Accounting)

This first course in accounting introduces the secretarial student to basic accounting concepts and provides him with a knowledge of how bookkeeping methods and techniques are utilized in a single proprietorship business engaged in rendering services.

Five hours a week. Credit - 6 units  
Prerequisite

### OFFICE MANAGEMENT 1 (Theory & Practice)

This course covers the important phases of business procedures that the secretary is called upon in addition to Shorthand and Typewriting. These include filing, handling of mail, receiving callers, making and answering telephone calls, handling appointments, and operation of the electric typewriters and various modern-machines. Desirable attitudes, good work habits and proper office decorum are developed. Emphasis is on prioritizing of word and decision making. This is conducted using the lecture, role playing, and simulation office practice methods.

As requirement to complete the course, students work for 200 hours in a private or government office.

Three hours a week. Credit - 3 units  
Prerequisite: Shorthand 3, Typewriting 3  
and Clerical Training

### ENGLISH 5 (Business English and Correspondence)

This course aims to develop in the student, a professional skill in writing business letters. Students develop the ability to construct different types of business letters. Simple report, minutes of the meeting, memoranda and social-business correspondence are also take up.

Three hours a week. Credit - 3 units  
Prerequisite: English 1, 2, & 3

**MACHINE SHORTHAND 1 (Fundamentals of Machine Shorthand) (Optional)**

This course encompasses all the theory that students must learn in order to be proficient with the shorthand machine. It starts with reading of stenographic symbols, then using of the shorthand machine for word dictation, sentence dictation, paragraph dictation, then letter dictation. Dictation speed of at least 80 wam is attained.

**COMPUTER EDUCATION 1 - (Computer Fundamentals/Word Processing 1)**

This course discusses what are computers, hardware and software, standard types of input/output devices, definition of word processing, history of WP, advantages and disadvantages, and basic operating procedures.

Three hours a week. Credit - 3 units

**EDUCATION 1 (Foundation of Business Education)**

This course is designed to introduce the prospective teacher to teaching as a profession. It includes the historical, psychology, philosophical, and sociological bases of education. The latter part of the course zeroes in on Business Education in general, and its historical beginnings to the present status. It discusses the philosophy of business education, as well as its organization, administration, and supervision, here and abroad.

**SHORTHAND ELECTIVE (Fundamentals of Pilipino Shorthand)**

Fundamentals of Pilipino Shorthand is a course which acquaints the students with the principles and rules of Gregg Pilipino Shorthand. It stresses various principles governing every sound in the vernacular that will lead to efficiency in reading and writing pilipino Shorthand. The important features of the course are the following: intensive drills on reading and writing connected matters; dictation of business letters and literary pieces; development of writing connected matters; dictation of business letters and literary pieces; development of writing speed at 40-50 words a minute; and transcription of dictated materials.

Three hours a week. Credit - 3 units  
Prerequisite - Shorthand 1, 2, 3, & 4

**EDUCATION 5 (Methods of Teaching Typewriting, Shorthand and Secretarial Subjects)**

This course deals with the various methods and techniques in teaching shorthand and typewriting at various levels and discusses problems, situations, conditions, cold practices, and the latest trends in teaching shorthand and typewriting. It is planned to train prospective teachers to teach in any school for secretaries.

Three hours a week. Credit - 3 units  
Prerequisite: A two-year secretarial course

**SECRETARIAL PRACTICE TEACHING**

This course provides the students with opportunities to apply principles and methods course. He also acquired the experience in meeting classroom problems and in handling teaching materials and aids efficiently. To satisfy the requirements of the course, the student must show that he has taught in a Secretarial School (Vocational/Collegiate) for one semester.

Five hours a week - Credit - 5 units

BACHELOR IN SECRETARIAL ADMINISTRATION

Major: Office Management

COMPUTER EDUCATION 1 (Computer Fundamental/Word Processing1)

This course discusses what are computers: hardware and software; standard types of input/output devices; definition of word processing; history of WP, advantages and disadvantages, and basic operating procedures.

Three hours a week. Credit - 3 units

MACHINE SHORTHAND 1 (Fundamentals of Machine) (Optional)

This course encompasses all the theory that you must learn to become a proficient writer. It starts with reading of stenographic symbols, then using of a shorthand machine for word dictation, sentence dictation, then paragraph dictation. Dictation speed of 80 WAM is attained.

Three hours a week. Credit - 3 units

ACCOUNTING 2 (Partnership Accounting)

This course is intended to provide secretarial students with basic knowledge of the accounting problems and transactions peculiar to a partnership formation and operations, admission of a new partner, partnership dissolution and liquidation, and preparation of partnership financial statements.

Three hours a week. Credit - 3 units

COMPUTER EDUCATION 2 (Advanced Word Processing)

This course goes beyond the basic commands of the WP system. The student is taught the wordstar, Mail merge, and PPS programs. These are advanced programs for a word processor operator and the executive secretary.

Prerequisite Basic Word Processing  
Three hours a week. Credit - 3 units

ACCOUNTING 3 (Corporation Accounting)

This course is intended to provide secretarial students with basic knowledge of the accounting problems and transactions peculiar to corporate forms of business organization. Topics covered include formation and operation of a corporate financial statements. A short discussion of analysis and control of office costs is included.

Three hours a week. Credit - 3 units

SHORTHAND ELECTIVE (Fundamentals of Pilipino Shorthand)

Fundamentals of Pilipino Shorthand is a course which acquaints the students with the principles and rules of Gregg Pilipino Shorthand. It stresses various principles governing every sound in the vernacular that will lead to efficiency in reading and writing Pilipino Shorthand. The important features of the course are the following: intensive drills and literary pieces; development of writing speed at 40-50 words a minute, and transcription of dictated materials.

Three hours a week. Credit - 3 units

OFFICE MANAGEMENT 2. (Simulated Office Experience)

A course designed to prepare students for immediate employment. Mastery of office procedures, solving office problems, a review of techniques and understanding of skills previously learned are taken up. It emphasizes efficient and effective use of materials and human resources. This course serves as a laboratory for practical office projects using special forms and business machines under typical office situation. The work concept is emphasized.

Three hours a week. Credit - 3 units

POLICIES AND STANDARDS  
POST-SECONDARY AND TERMINAL COURSES  
FOR SECRETARIAL ADMINISTRATION

Article I

Authorization

Section 1. Only schools, technical and vocational, duly authorized by the Ministry of Education, Culture and Sports shall conduct Post-Secondary and Terminal Secretarial courses. Such institutions that offer Secretarial Courses as stated above shall be referred to in general terms as "Secretarial Schools".

Section 2. All curricular programs in Post-Secondary and Terminal Secretarial courses must have prior authorization from the Ministry of Education, Culture and Sports.

Article II

Mission Statement and Objectives

Section 1. Post-Secondary and Terminal Secretarial courses should be geared toward the preparation of secretaries to adequately meet the growing demands of manpower in business, industry, and government service.

Section 2. Post-secondary and terminal courses aim to provide the students with:

- 2.1 A common foundation of knowledge and understanding concerning modern business through a core program consisting of general education and professional secretarial administration:
- 2.2 A sufficient exposure to related academic instruction to the realities of the business world:
- 2.3 An adequate training to make the secretarial graduate immediately employable and/or engage in either entrepreneurship or self-employment : and
- 2.4 Proper motivation for professional growth.

Article III

Administration

Section 1. Secretarial Schools shall be administered by a Head/Director, with option to teach for corresponding remuneration, with the following qualifications:

- 1.1 Must have units in Master's Degree
- 1.2 Must have a very satisfactory teaching experience of at least three (3) years in their respective discipline
- 1.3 Must have at least a year of satisfactory office work experience
- 1.4 Must have taken at least three (3) units of Methods of teaching secretarial subjects/shorthand and typewriting.

Article IV

Faculty

Section 1. It is highly desirable that schools employ only full-time instructors. A full-time instructor is one whose total working days is devoted to the school, who has no other remunerative employment elsewhere during regular working hours, who is paid on a regular monthly basis, or its hourly basis and has requisite academic qualification. At least sixty (60%) percent of the subjects offered should be taught by full-time instructors, except in highly technical or specialized courses Education, Culture and Sports.

Section 2. The teaching personnel in Post-Secondary and Terminal Secretarial courses must have a Baccalaureate degree with nine (9) units in education and three (3) of which is Methods of Teaching Secretarial/Shorthand and Typing subjects.

Section 3. When vacancies occur in the teaching force of the school during the school year, substitute or replacements with similar or higher qualification should be employed.

Section 4. The remuneration paid to secretarial faculty as a general rule, should be the same as that of the rate of teachers teaching academic subjects: the probationary employment for full-time faculty who is academically qualified should be for a period of not more than three (3) years. Faculty members who have successfully passed this probation period shall be considered permanent.

Section 5. Faculty members may carry a maximum teaching load of thirty (30) hours per week of skilled and content subjects.

Section 6. Faculty Development Program. The faculty plays a major role in the effective operation of the school and shares in delegated responsibilities; hence, there is need to maintain a development program.

#### Article V

#### Instructional Standards

Section 1. The Post-Secondary and Terminal Courses must show evidence of having developed strength in their respective areas by attaining the following objectives:

##### 1.1 Five-Month Post-Secondary Course

Job Targets: Clerk-Typist                      Filing Clerk  
Receptionist

Objectives: At the end of the course, the student must be able to: type at the rate of thirty (30) correct words a minute. Take dictation at the rate of sixty (60) words a minute. Do correct filing, answer the telephone, and do reception work correctly.

##### 1.2 One-Year Post-Secondary Secretarial Course

Job Targets: Clerk-Typist  
Receptionist  
Stenographer  
Filing Clerk

Objectives: At the end of the course, the student must be able to: Type at the rate of forty(40) correct words a minute. Take dictation at the rate of seventy (70) words a minute. Do correct filing, answer the telephone, make appointments for boss, handle general office procedures.

##### 1.3 One-Year General Clerk Course

Job Targets: Clerk-Typist  
Receptionist  
Filing Clerk

Objectives: At the end of the course, the student must be able to: ~~Type at the rate of forty (40) correct words a minute. Take dictation at the rate of seventy (70) words a minute.~~ Do correct filing, answer the telephone, make appointments for boss, can handle general office procedures.

##### 1.4 Two-Year Junior Secretarial Course

Job Targets: Receptionist

Filing Clerk  
Clerk-Typist  
Junior Secretary

Objectives: At the end of the course, the student must be able to:  
Type at the rate of forty-five (45) correct words a minute. Take dictation  
at the rate of seventy-five (75) words a minute. Can handle general office  
procedures, make appointments for the boss, file, answer the telephone,  
establish priorities, write simple business correspondence.

Section 2. The school should maintain a high standard of instruction.  
A system of supervision should be instituted and implemented for the purpose  
of evaluating teacher competence. Teachers must present their Bachelor's  
diploma and Transcript of Records to be able to teach the particular subjects  
assigned. Teachers should be encouraged to update their academic qualifications  
thru in-service trainings, M.A. units and other similar means.

Section 3. The different curricular programs in the school must adopt  
a standard textbook and use other books as reference for the use of each par-  
ticular subject, which is of fairly recent edition and which reflects current  
trends in the field; up-to-date in methods or presentation and in content,  
does not violate the laws of the Philippines and preferably written by Filipino  
authors.

Section 4. The Head/Director should see to it that instructors and  
students must have the necessary textbooks and instructional materials.  
Arrangements shall be made to enable the students to acquire them.

Section 5. The school may change their textbook only once every five  
years.

Section 6. Typing and shorthand may be offered during summer provided  
that the number of hours correspond to the number of hours in a regular  
semester.

#### Library

Section 1. Secretarial schools offering the five-month post-secondary,  
one-year post-secondary, one-year general clerical, and two-year junior  
secondary courses should have library resources relevant to secretarial admi-  
nistration, adequate in quality and quantity, helpful in serving the needs  
of scholarship and research, and progressively developing and growing in  
accordance with institutional development and expansion plans.

1.1 Quality refers to such factors as breadth and depth of coverage,  
representativeness of authority in the various disciplines, extent  
of correlatives depending upon the field of concentration.

1.2 Quantity refers to the number of holdings and reference materials  
which should be in proportion to the number of students and  
responsive to the needs of these students,

Section 2. For staff requirements, a faculty member would suffice to  
act as part-time librarian/an officer designated by the school head. This  
staff member must himself have had some secretarial trainings and be conversant  
with secretarial materials.

Section 3. A basic collection of at least five books of different  
titles per subject being taught and subscription to at least one journal regard-  
~~ing secretarial administration. A starting collection of 500 books is considered~~  
adequate.

Section 4. There should be adequate reading space, with adequate lighting  
and ventilation facilities.

Article VII

Physical Facilities

1. One to one ratio of manual typewriters in good working conditions every school year must be observed.
2. Electric typewriters at least one per one hundred students.
3. Each student must have one Shorthand book and one Typing book for his use in the classroom.
4. Visual aids; such as overhead and slide projectors.
5. Stopwatch
6. Keyboard chart in typing rooms
7. Actual telephones or mock telephones (at least one)
8. Calculators or adding machines
9. Combined office and classroom space of at least 200 sq.m. not necessarily owned, but leased for at least 5 years.

Article VIII

Curriculum

5-MONTH POST-SECONDARY SECRETARIAL CURRICULUM

Shorthand (Fundamentals of Shorthand)	100 hours
Typewriting (Fundamentals of Typewriting)	100 hours
Office Procedures (Theory and Practice)	30 hours
Personality Development (Personality Dev. & Attitudes)	20 hours
Business English (Business Correspondence)	30 hours
Bookkeeping (Accounting Cycle & Bank Reconciliation)	20 hours
Computer Operation/Word Processing (Machine Operation) (Optional)	30 hours
TOTAL	300 hours

ONE-YEAR POST-SECONDARY SECRETARIAL CURRICULUM

<u>First Semester</u>	
Shorthand 1 (Fundamentals of Shorthand)	100 hours
Typewriting 1 (Fundamentals of Typewriting)	100 hours
Communication Arts 1 (Grammar)	50 hours
Personality Development (Personality Dev. & Attitudes)	30 hours
Bookkeeping (Accounting Cycle and Bank Reconciliation)	30 hours
Office Procedures (Theory and Practice)	40 hours
Computer Operation/Word Processing (Machine Operation) (Optional)	30 hours
TOTAL	350 hours

<u>Second Semester</u>	
Shorthand 2 (Advanced Shorthand)	100 hours
Typewriting 2 (Advanced Typewriting)	100 hours
Communication Arts 2 (Composition)	50 hours
Business English (Business Correspondence)	50 hours
Business Management/Computer Programming	50 hours
TOTAL	300 hours



ONE-YEAR GENERAL CLERICAL COURSE

		<u>Units</u>
<u>First Semester</u>		
Typewriting 1	(Fundamentals of Typewriting)	5
Shorthand 1	(Fundamentals of Shorthand)	5
PDFR	(Personality Development and Public Relations)	3
English 1	(Com. Skills: listening, reading, writing)	3
Social Science 1	(Contemporary National Development)	3
		<u>19</u>
 <u>Second Semester</u>		
Typewriting 2	(Advanced Typewriting)	5
Shorthand 2	(Introductory Transcription)	5
Clerical Training	(Clerical Skills with Office Ethics)	3
English 2	(Com. Skills: listening, reading, writing-advanced)	3
Political Science 1	(Phil. Government & Constitution)	3
		<u>19</u>

JOB TARGET

Clerk-Typist  
Filing Clerk

Can type (30) correct words per minute  
Can take dictation of sixty (60) words per minute  
Can do correct filing, knows reception work.

Second Year

		<u>Units</u>
<u>First Semester</u>		
Typewriting 3	(Production Typewriting)	5
Shorthand 3	(Elementary Transcription)	5
Accounting 1	(Fundamentals of Accounting)	6
English 3	(Speech and Oral Communication)	3
Management 1	(Business Organization & Management)	3
P.E. 1		(2)
CAT		<u>(1.5) 22</u>
 <u>Second Semester</u>		
Computer Education	(Computer Fundamentals Word Processing)	(3)
Shorthand 4	(Advanced Transcription)	5
History 1	(Phil. History, Roots & Dev't)	3
Office Management 1	(Theory & Practice including 200 hrs. office work)	3
English 4	(Business English & Correspondence)	3
Economics 1	(Principles of Economics with Tax and LR)	3
P.E. 2		(2)
CAT		<u>(1.5) 17</u>

\*The first two years are terminal courses should the student wish to stop at this point.

ONE-YEAR GENERAL CLERICAL COURSE

SUMMARY OF UNITS

A. General Education	
1. Communication Arts .....	6
English 1	
English 2	
2. Social Science .....	6
Social Science 1	
Political Science 1	
B. Professional Courses	
1. Clerical Training .....	3
2. Personality Development .....	3
3. Typewriting .....	10
Typewriting 1	
Typewriting 2	
4. Shorthand .....	10
Shorthand 1	
Shorthand 2	
	Total No. of Units
	<u>38</u>

TWO-YEAR JUNIOR SECRETARIAL COURSE

SUMMARY OF CREDIT

A. GENERAL EDUCATION

1. Communication Arts	12 units
English 1, 2, 3, and 4	
2. Social Science	9 units
Social Science 1 and <del>Philippine Science</del> Science	
3. Philippine History	3 units

B. PROFESSIONAL COURSES

Management 1	3 units
Economics 1	3 units
Clerical Training	3 units
Personality Development	3 units
Practicum (Office Management)	3 units
Secretarial Accounting	6 units
Typewriting (1, 2 and 3) (5 units each)	15 units
Shorthand (1, 2, 3 and 4) (5 units each)	<u>20 units</u>
	77 units

FIVE - MONTH POST-SECONDARY SECRETARIAL COURSE

**SHORTHAND** - This Course includes the reading and writing of Gregg Shorthand. The ability to read Shorthand correctly and to transcribe accurately is emphasized. Dictation is introduced and a systematic pattern of dictation of materials from text and outside material is included. Speed objective is 70-90 words a minute.

**TYPEWRITING** - This course is designed to develop skill in manipulating the typewriter. This include mastery of the letter and number keyboard, introduction to manuscript typing and to the basic types of letter styles. Envelope typing, tabulation, and typing of financial statements are included in the course.

**PERSONALITY DEVELOPMENT** - This course aims to help the student obtain an effective personality to help her venture into an office career. Topics include the physical, intellectual, social, emotional, and moral aspects of personality.

**OFFICE PROCEDURES** - This course covers the important phases of office work; such as answering the telephone, receiving callers, records management, making and cancelling appointments, etc. Good work habits are emphasized. This is a 30-hour course with office practice in a private or government office included.

**BUSINESS ENGLISH** - This course aims to develop in the students, a professional skill in writing business letters. Students develop the ability to construct ~~aside from~~ business letters, memoranda, minutes of the meeting, social-business correspondence, and business reports.

BOOKKEEPING - This first course in bookkeeping introduces the secretarial students to the basic accounting concepts and provides him with a knowledge of how bookkeeping methods and techniques are utilized.

ARTICLE IX

RESIDENCE AND UNITS REQUIREMENTS

Section 1. As a general rule, no degree should be conferred upon a student unless he has taken the last curriculum year or in the case of the five-month course, unless he has taken most of the subjects in the school which is to confer the certificate.

Section 2. No student should be permitted to take any of the skill courses unless he satisfactorily passes a test in the pre-requisite subject.

Section 3. In the case of the one-year and 2-year courses, the student may be allowed to take a maximum load of twenty-one units (21) each semester.

Section 4. If a student obtains a grade of "INCOMPLETE" he should not be given credit for it until he satisfactorily removes the "INCOMPLETE" grade within one year.

ARTICLE X

EFFECTIVITY

Section 1. These rules and standards shall take effect this school year, 1984-85.

Section 2. This order supersedes all previous circulars, memoranda regarding POST-SECONDARY AND TERMINAL COURSES FOR SECRETARIAL ADMINISTRATION.

ONE-YEAR POST-SECONDARY SECRETARIAL COURSE

SHORTHAND (1 and 2)

This course includes fundamentals of shorthand and transcription. It covers reading and writing of shorthand plates, develop the student's dictation speed to the highest point possible, to lay a solid foundation for rapid and accurate transcription, and to be able to transcribe mailable correspondence. Speed objective is 120 words a minute for 3 minutes.

TYPEWRITING (1 and 2)

This course is designed to develop skill in manipulating the typewriter. It includes mastery of the letter and number keyboard, typing of special materials such as tabulation and centering exercises. It also covers manuscript typing, letter typing, memos legal forms, stencils, minutes of the meeting, and financial statements. Speed objective is 50-60 words a minute.

## ENGLISH 1 and 2

This course includes listening, reading and writing, grammar review, composition of sentences and paragraphs, and preparation of simple research paper. It also includes increasing the student's skill in oral and aural comprehension.

## BUSINESS MANAGEMENT/COMPUTER PROGRAMMING -

Business Management is a course designed to familiarize the student with the fundamental concepts of organizing businesses. It covers the specialized activities of each department which includes financing sales and marketing, manufacturing, manpower selection, personnel relations, etc.

Computer programming is the optional course for students who are qualified (after passing an aptitude test) to handle electronic data processing fundamentals, input-output devices, hardware and software concepts with emphasis on the BASIC LANGUAGE, specifically, the Apple BASIC LANGUAGE in general. and its historical beginnings to the present status. It discusses the philosophy of business education, as well as its organization, administration, and supervision, here and abroad.

## SHORTHAND ELECTIVE (Fundamentals of Pilipino Shorthand)

Fundamentals of Pilipino Shorthand is a course which acquaints the students with the principles and rules of Gregg Pilipino Shorthand. It stresses various principles governing every sound in the vernacular that will lead to efficiency in reading and writing Pilipino Shorthand. The important features of the course are the following" intensive drills on reading and writing connected matters; dictation of business letters and literary pieces; development of writing connected matters; dictation of business letters and literary pieces; development of writing speed at 40-50 words a minute; and transcription of dictated materials.

Three hours a week. Credit - 3 units  
Prerequisite - Shorthand 1, 2, 3 & 4

## EDUCATION 5 (methods of teaching Typewriting, Shorthand and Secretarial Subjects)

This course deals with the various methods and techniques in teaching shorthand and typewriting at various levels and discusses problems, situations, conditions, cold practices, and the latest trends in teaching shorthand and typewriting. It is planned to train prospective teacher to teach in any school for secretaries.

Three hours a week. Credit - 3 units  
Prerequisite: A two-year secretarial course

## SECRETARIAL PRACTICE TEACHING

This course provides the students with opportunities to apply principles and methods course. He also acquired the experience in meeting classroom problems and in handling teaching materials and aids efficiently. To satisfy the requirements of the course, the student must show that he has taught in a Secretarial School (Vocational/Collegiate) for one semester.

Five hours a week. Credit - 5 units

## BACHELOR IN SECRETARIAL ADMINISTRATION

Major: Office Management

## COMPUTER EDUCATION 1 (Computer Fundamentals/Word Processing 1)

This course discusses what are computers: hardware and software; standard types of input/output devices; definition of word processing;

BACHELOR OF SCIENCE IN SECRETARIAL ADMINISTRATION

Major: Office Management

Third Year

First Semester

Pilipino 1	(Sining ng Pakikipagtalastasan)	3
Machine Shorthand	(Fundamental of Machinc)	(3)
Accounting 2	(Partnership Accounting)	3
English 5	(Technical Report Writing)	3
Spanish 1	(Elementary Spanish)	3
Business Math 2	(Advanced Bus. Math)	3
Shorthand Elective		(2)
P.E. 3		(1.5)
CMT		<u>18</u>

\*Optional

Second Semester

Computer Educ. 2	(Computer Programming)	(3)
Accounting 3	(Corporation Accounting)	3
Psychology 1	(Principles of Psychology)	3
English 6	(Philippine Literature in English w/ Rizal's writings)	3
Social Science Elect.		3
Spanish 2	(Intermediate Spanish)	(3)
Office Management 2	(Simulated Office Experience)	(2)
P.E. 4		(1.5)
CMT		<u>18</u>

Fourth Year

First Semester

Pilipino 2	(Panitikang Pilipino)	3
Spanish 3	(Advanced Spanish)	3
Philosophy 1	(Logic)	3
Management 2	(Personnel Management)	3
Marketing 1	(Principles of Marketing)	3
Business Law 1	(Obligations & Contracts)	3
		<u>18</u>

Second Semester

Spanish 4	(Selected Writings)	3
Finance 1	(Principles of Money, Credit & Banking)	3
Practicum 3	(Sect'l Administrative Practice 200 hours)	3
Management Elect.		3
Free Elective		<u>15</u>

B TARGET

Third Year

Clerk Stenographer  
Receptionist  
Senior Secretary

Fourth Year

Executive Secretary  
Administrative Assistant

history of word processing, advantages and disadvantages and basic operating procedures.

Three hours a week. Credit - (3) units

**MACHINE SHORTHAND 1 (Fundamentals of Machine) (Optional)**

This course encompasses all the theory that you must learn to become a proficient writer. It starts with reading of stenographic symbols, then using of a shorthand machine for word dictation, sentence dictation, then paragraph dictation. Dictation speed of 80 wam is attained.

Three hours a week. Credit - 3 units

**ACCOUNTING 2 (Partnership Accounting)**

This course is intended to provide secretarial students with basic knowledge of the accounting problems and transactions peculiar to a partnership form of business organization. Topics covered include partnership formation and operations, admission of a new partner, partnership dissolution and liquidation, and preparation of partnership financial statements.

Three hours a week. Credit - 3 units

**COMPUTER EDUCATION 2 (Advanced Word Processing)**

This course goes beyond the basic commands of the Word Processing system. The student is taught the wordstar, Mail merge, and PPS programs. These are advanced programs for a word processor operator and the executive secretary.

Prerequisite: Basic Word Processing  
Credit - (3) units. Three hours a week

**ACCOUNTING 3 (Corporation Accounting)**

This course is intended to provide secretarial students with basic knowledge of the accounting problems and transactions peculiar to corporate forms of business organization. Topics covered include formation and operation of a corporate financial statements. A short discussion of analysis and control of office costs is included.

Three hours a week. Credit - 3 units

**SHORTHAND ELECTIVE (Fundamentals of Pilipino Shorthand)**

Fundamentals of Pilipino Shorthand is a course which acquaints the students with the principles and rules of Gregg Pilipino Shorthand. It stresses various principles governing every sound in the vernacular that will lead to efficiency in reading and writing Pilipino Shorthand. The important features of the course are the following: intensive drills and literary pieces; development of writing speed at 40-50 words a minute, and transcription of dictated materials.

Three hours a week. Credit - 3 units

**OFFICE MANAGEMENT 2 (Simulated Office Experience)**

A course designed to prepare students for immediate employment. Mastery of office procedures, solving office problems, a review of techniques and understanding of skills previously learned are taken up. It emphasizes efficient and effective use of materials and human resources. This course serves as a laboratory for practical office projects using special forms and business machines under typical office situation. The work concept is emphasized.

Three hours a week. Credit - 3 units