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Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
Manila

May 5, 1989

DECS ORDER  
No. 42, s. 1989

ADDENDUM TO DECS ORDER NO. 59, S. 1984  
(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. Inclosed is the 1989 Revised Curriculum and Course Description for a new major in the Four-Year Secretarial Course, major in Computer Secretarial Education, approved by this Office upon the recommendation of the Philippine Association of Secretarial Educators (PASE) and the Bureau of Higher Education (BHE).
2. The Four-Year Secretarial Course, major in Computer Secretarial Education is ladderized in such a way that after finishing the first two years, the student receives a Certificate in Two-Year Computer Secretarial Course (no NCEE required) with job targets as Data Encoder and Word Processor.
3. Schools concerned should prepare and make corresponding adjustments in their programs and facilities based on the inclosed guidelines and standards.
4. This major program will take effect beginning School Year 1989-1990.
5. Early dissemination and compliance by all higher education institutions and all others concerned is enjoined.

(SGD.) LOURDES R. QUISUMBING  
Secretary

Incl.:

As stated

Reference:

DECS Order (No. 59, s. 1984)

Allotment: 1-3-d--(M.O. 1-87)

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

BUREAUS & OFFICES

Course of Study, COLLEGIATE

CURRICULUM

RULES & REGULATIONS

SCHOOLS

SOCIETY or ASSOCIATIONS

STUDENTS

Article V

CURRICULUM

BACHELOR OF SCIENCE IN SECRETARIAL ADMINISTRATION CURRICULUM  
Major: Computer Secretarial Education

FIRST YEAR

First Semester		Second Semester	
Subjects	Units	Subjects	Units
Computer 1	Intro to Computer 3	Computer 2	Word Processing 3
Typewriting 1	Fund of Typewriting 3	Typewriting 2	Adv. Typewriting 5
Shorthand 1	Fund of Shorthand 3	Shorthand 2	Intro to Transcript 5
Personality Dev.	Personality Dev. 3	Cler. Trng.	Clerical Skills w/ Office Ethics 3
English 1	Communication Skills 3	English 2	Adv. Comm. Skills 3
Social Science	Contemp. Nat'l Dev. 3	Management 1	Bus. Org. & Mgt. 3
	TOTAL 22		TOTAL 22

SECOND YEAR

First Semester		Second Semester	
Subject	Units	Subject	Units
Computer 3	Input Prep/ Data Encoding 3	Computer 4	Spreadsheet 3
Typewriting 3	Production Typing 5	Pol. Sci. I	Phil. Govt. Const. 3
Shorthand 3	Transcription 5	Rizal Cr.	Rizal's Life Works and His Writings 3
Accounting 1	Fund of Accounting 3	History	Phil. Hist. Roots/Dev. 3
English 3	Speech and Oral Comm. 3	Eco. 1	Prin of Eco w/LRT 3
P. E. 1	(1)	English 4	Bus. Eng. & Corres 3
	TOTAL 22	Off. Mgt. I	Theory & Practice w/ 200 hrs. Office Practice 3
		P. E. 2	(1)
			TOTAL 22

AFTER FINISHING TWO YEARS

Certificate in Two Year Computer Secretarial Course  
(No NCEE Required) JOB TARGETS: DATA ENCODER  
WORD PROCESSOR



### COMPUTER 3: INPUT PREPARATION AND DATA ENCODING

Pre-requisites: Computer 1, 2

3 hours a week Credit: 3 units

This course is designed for students interested in mastering the theory and applications of input preparations. Using the computer, the student will learn to put into application his acquired theoretical knowledge about computer operation. Catering to students aspiring to become DATA ENCODERS, this course covers lessons on the key to disk data entry. Students from this course are expected to be able to adapt to any microcomputer environment with relative ease with emphasis on input preparation and data encoding with SPEED & ACCURACY.

As a vital part of the course, the student will learn to use his theoretical knowledge into actual use of computer. Students will be given extensive hands-on exercises with the computer teacher to provide assistance. As a final requirement each student will submit a case study as a project with printed output. The student will, therefore, experience simulated work in data entry operation.

### COMPUTER 4: SPREADSHEET

Pre-requisites: Computer 1,2,3

3 hours a week Credit: 3 units

This course will aim to teach the students with the many valuable uses of spreadsheet in report making. Spreadsheet is an electronic replacement for the traditional financial modeling tools like columnar pads, pencils, and calculator. Preparation of graphs in various forms plus the financial reports will also be taught. Example: Lotus, Symphony, and the like.

As a vital part of the course, the student will learn to use his theoretical knowledge into actual use of computer. Students will be given extensive hands-on exercises with the computer teacher to provide assistance. As a final requirement each student will submit a case study as a project with printed output. The student will, therefore, experience simulated work in analysis and design in several business application systems.

### COMPUTER 5: B.A.S.I.C. PROGRAMMING

Pre-requisite: Computer 1

3 hours a week Credit: 3 units

B.A.S.I.C. stands for BEGINNERS ALL-PURPOSE SYMBOLIC INSTRUCTION CODE. This powerful language bridges the technical jargon gap by using simple statement found in everyone's vocabulary. Course activities include basic language programming

(Inclosure to DECS Order No. 42, s. 1989)

## COURSE DESCRIPTION

### COMPUTER 1: INTRODUCTION TO COMPUTER

Pre-requisites: None

3 hours a week Credit: 3 units

This course aims to prepare students in all disciplines to become knowledgeable users of computer-based systems in the business, education, engineering, arts, and humanities, and in other professional and personal field of interest. To develop basic understanding of the components and characteristics of computer and computer systems. To find out the history of computer, its capabilities & limitations. To gain awareness of computer applications for intelligent evaluation of the uses and impact of computer-based systems. This course provides an overview of computer information systems. This course introduces computer software, hardware, procedures and systems, and human resources and their applications in various segments of society. The fundamentals of various computer problem-solving and computer theories are discussed and applied.

### COMPUTER 2: WORD PROCESSING

Pre-requisites: Computer 1, Typing

3 hours a week Credit: 3 units

This course is a comprehensive study of the word processing system. It includes the study of the word processor's functions, major components, advantages, and various business applications. The course provides the students with the theories and applications of word processing. This course aims to train students to improve work performance in the office with particular emphasis on correspondence, business reports, table, listings, and other information typically found in a modern business office. Students are trained on how to type using the computer, save the record on the diskette for future use, edit the document without retyping the whole record, and make a printed output using the computer printer with maximum accuracy, even producing all-original copies if needed.

As a vital part of the course, the student will learn to use his theoretical knowledge into actual use of computer. Students will be given extensive hands-on exercises with the computer teacher to provide assistance. As a final requirement each student will submit a case study as a project with printed output. The student will, therefore, experience word processing in several business application that will prepare them for future employment as WORD PROCESSOR.

techniques, formats, sentences and concepts, and operations, disk operating systems, graphic features, basic programming techniques, case study and actual hands-on using micro-computers. With the ever-increasing use of micro-computers, this course will be an available asset of tomorrow's programmers. B.A.S.I.C. is easy to learn, interactive in nature, and is available on a number of different computer systems.

As a vital part of the course, the student will learn to use his theoretical knowledge into actual use of computer. Students will be given extensive hands-on exercises with the computer teacher to provide assistance. As a final requirement each student will submit a case study as a project with printed output. The student will, therefore, experience simulated work in analysis and design in several business application systems using B.A.S.I.C. language.

#### COMPUTER 6: DATA BASE

Pre-requisites: Computers 1,2,3

3 hours a week Credit: 3 units

This course is designed to guide students with the use of their computer in storing, handling and maintaining of files for business and non-business applications.

As a vital part of the course, the student will learn to use his theoretical knowledge into actual use of computer. Students will be given extensive hands-on exercises with the computer teacher to provide assistance. As a final requirement each student will submit a case study as a project with printed output. The student will, therefore, experience simulated work in analysis and design in several business application systems.

#### COMPUTER 7: INTEGRATED SOFTWARE

Pre-requisites: Computers 1,2,3,4,5,6

3 hours a week Credit: 3 units

This is a very flexible course as it aims the exposure of student with the latest computer software available in the market with business application and usefulness.

As a vital part of the course, the student will learn to use his theoretical knowledge into actual use of computer. Students will be given extensive hands-on exercises with the computer teacher to provide assistance. As a final requirement each student will submit a case study as a project with printed output. The student will, therefore, experience simulated work in analysis and design in several business application systems.

COMPUTER 8: METHODS OF TEACHING  
COMPUTER SUBJECTS

Pre-requisites: Computers 1,2,3,4,5,6,7

3 hours a week Credit: 3 units

This course will give students the opportunity to learn the various methods and modern approaches in teaching computer. This course will concentrate on methodologies and mastery of the knowledge of computer concepts and hands-on.

As a vital part of the course, the student will learn to use his theoretical knowledge into actual use of computer. Students will be given extensive hands-on exercises with the computer teacher to provide assistance. As a final requirement each student will submit a case study as a project with printed output. The student will, therefore, experience simulated work in analysis and design in several business application systems.

COMPUTER 9: COMPUTER PRACTICUM  
(OBSERVATION AND PRACTICE TEACHING)

Pre-requisites: Computer 1,2,3,4,5,6,7,8

This course will require the students to undergo 200 hours of on-the-job training in a computer center or in an Electronic Data Processing (EDP) office to gain actual exposure in the field of computer. With emphasis on how to teach effectively computer subjects, students will be required to observe existing computer classes and later undergo practice teaching.

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