



**GENERAL OFFICE ASSISTANT/ BUSINESS COMPUTER APPLICATIONS -  
COURSE SUMMARY**

(S.O.C. 43-9061.00, 43-6014.00)

600 CLOCK HOURS

24 TOTAL WEEKS TO COMPLETE CREDIT UNITS

28 TOTAL WEEKS ON-TIME COMPLETION

26.50 SEMESTER CREDIT UNITS



**SINCE 1991**

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REVISED JUNE 2021

**EDUCATIONAL OBJECTIVES:**

To provide the students with the basic knowledge and skills that will qualify them to work as entry-level general office clerk/data-word processor in virtually any type of business or industry.

**PROGRAM DESCRIPTION:**

The program is designed to give the students sufficient training in preparing them to: support business information operations by using computer equipment to enter, process, and retrieve data for a wide variety of administrative purposes. Includes instruction in using basic business software and hardware; business computer networking; principles of desktop publishing; preparing mass mailings; compiling and editing spreadsheets; list maintenance; preparing tables and graphs; receipt control; and preparing business performance reports.

**COURSE OUTLINE**

COURSE CODE	COURSE TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	CREDIT UNITS	TOTAL WEEKS TO COMPLETE CREDIT UNITS	ON-TIME COMPLETION (WEEKS)
GO101	BUSINESS ENGLISH	75.00	-	5.00	3.00	
GO102	BUSINESS CORRESPONDENCE	25.00	25.00	2.50	2.00	
GO103	OFFICE PROCEDURES	25.00	25.00	2.50	2.00	
GO104	USE OF OFFICE MACHINES INCL. MICROSOFT OUTLOOK AND POWERPOINT	25.00	25.00	2.50	2.00	
GO105	TYPING/KEYBOARDING AND OFFICE MACHINES	-	50.00	1.50	2.00	
GO106	INTRODUCTION TO MICROCOMPUTERS	5.00	20.00	1.00	1.00	
GO107	SOFTWARE APPLICATIONS (WORD-PROCESSING, SPREADSHEETS AND DATABASES)	50.00	250.00	11.50	12.00	
<b>TOTAL</b>		205.00	395.00			
<b>PROGRAM TOTAL</b>		<b>600.00</b>		<b>26.50</b>	<b>24.00</b>	<b>28</b>

Satisfactory completion of all courses within the allowed maximum time frame for the program and a minimum grade average of 70% (C) are required for graduation. Diplomas are awarded to all graduates.

**COURSE DESCRIPTION****GO101 - BUSINESS ENGLISH****(75 HRS. - 5.00 CREDIT UNITS)**

This course covers the basic principles of Business English through a step by step approach to the correct use of the language as it is applied to business. Good communication skills are developed through practical lessons and exercises reinforcing the learned principles.

Prerequisite: none

PROGRAM INFORMATION DISCLOSURES		
PROGRAM NAME: GENERAL OFFICE ASSISTANT/BUSINESS SOFTWARE APPLICATIONS CIP CODE: 52.0408 PROGRAM LENGTH: <b>TOTAL WEEKS TO COMPLETE CREDIT UNITS: 24</b> <b>ON-TIME COMPLETION (WEEKS): 28</b>		
RELATED OCCUPATIONS		
OCCUPATION TITLES	SOC CODE	O*NET LINK
Office Clerks, General: Administration Assistant, Administrative Assistant, Clerk, Office Manager, Receptionist, Secretary, Office Assistant, Office Clerk, Customer Service Representative, Office Coordinator	43-9061.00	<a href="http://www.onetonline.org/link/summary/43-9061.00">http://www.onetonline.org/link/summary/43-9061.00</a>
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive: Administrative Assistant, Administrative Associate, Administrative Secretary, Administrative Specialist, Administrative Technician, Clerk Typist, Department Secretary, Office Assistant, Secretary, Staff Assistant	43-6014.00	<a href="http://www.onetonline.org/link/summary/43-6014.00">http://www.onetonline.org/link/summary/43-6014.00</a>
ON-TIME COMPLETION RATE	State (BPPE) Rate: 67%*	
STUDENT RETENTION RATE	Accreditor(ABHES) Rate: 71%*	
TUITION AND FEES	\$5,238.00	
BOOKS AND SUPPLIES	\$2,265.00	
PLACEMENT RATES	Accreditor(ABHES)Rate: 100% *	State (BPPE) Rate: 100%*
MEDIAN TITLE IV LOAN DEBT	\$0.00	
MEDIAN PRIVATE LOAN DEBT	\$0.00	
MEDIAN INSTITUTIONAL FINANCING DEBT	\$0.00	
*DATA PER THE 2019-2020 REPORTING YEAR FOR ABHES 2019 REPORTING YEAR FOR BPPE		

**GO102 - BUSINESS CORRESPONDENCE (50 HRS. - 2.50 CREDIT UNITS)**

This course trains the student to prepare various types/styles of letters, memoranda and other forms of business communications.

Prerequisite: none

**GO103 - OFFICE PROCEDURES (50 HRS. - 2.50 CREDIT UNITS)**

This course covers the various tasks and responsibilities of an office assistant, such as scheduling appointments, receptionist skills, typing, filing, record keeping and other clerical responsibilities.

Prerequisite: none

**GO104 - USE OF OFFICE MACHINES INCL. MICROSOFT OUTLOOK AND POWERPOINT (50 HRS. - 2.50 CREDIT UNITS)**

This course also covers the use and basic operation of office machines such as the electronic calculator, copier, facsimile, postage meter, etc.

This course will provide the skills that students need for working in all types of business industries in two major aspects, Microsoft Outlook and Microsoft PowerPoint.

- Microsoft Outlook is an e-mail client and personal information manager (PIM) that's available as part of Microsoft's Office suite. Students will acquire skills for corporations who utilize Microsoft Outlook for employees to coordinate meetings, calendars, shared mailboxes and folders. The course also includes Task manager, contact manager, note taking, and web browsing.
- With knowledge and skills on PowerPoint, students are able to create professional Business Presentations, audience handouts, speaker's note, internal usage of media production presentation with animations.

Prerequisite: none

**GO105 - TYPING/KEYBOARDING AND OFFICE MACHINES (50 HRS. - 1.50 CREDIT UNITS)**

This course is aimed at helping the student master the keyboard. A minimum typing speed of 30-35 wpm is required for completion.

This course also emphasizes the use of the electronic calculator in solving everyday business problems. Mastery of the touch method of electronic calculation is achieved through repetitive practical exercises.

Prerequisite: none

**GO106 - INTRODUCTION TO MICROCOMPUTERS (25 HRS. - 1.00 CREDIT UNIT)**

This course teaches the parts and functions of the computer. It also includes an introduction to Windows and the mastery of the use of the mouse.

Prerequisite: none

**GO107 - SOFTWARE APPLICATIONS****(300 HRS. - 11.50 CREDIT UNITS)**

This course teaches the use of the latest word processing, database and electronic spreadsheet programs. Proficiency in the application of these programs is achieved through lectures, guided practice and lots of hands-on exercises.

Prerequisite: GO106 - Introduction to Microcomputers

<b>TUITION FEES</b>	
<b>EFFECTIVE JANUARY 04, 2021</b>	
<b>DESCRIPTION</b>	
<b>TUITION</b>	<b>\$5,160.00</b>
<b>REGISTRATION FEES</b>	<b>\$75.00</b>
<b>STRF</b>	<b>\$3.50</b>
<b>SUB-TOTAL</b>	<b>\$5,238.50</b>
<b>BOOKS</b>	<b>\$685.00</b>
<b>UNIFORMS</b>	<b>\$50.00</b>
<b>SUPPLIES</b>	<b>\$300.00</b>
<b>KIT</b>	<b>\$80.00</b>
<b>COMPUTER/SOFTWARE</b>	<b>\$1,150.00</b>
<b>SUB-TOTAL</b>	<b>\$2,265.00</b>
<b>TOTAL</b>	<b>\$7,503.50</b>

<b>CLASS SCHEDULES</b>		
<b>MORNING</b>	<b>MONDAY-FRIDAY</b>	<b>8AM-1PM</b>
<b>AFTERNOON</b>	<b>MONDAY-FRIDAY</b>	<b>1PM-6PM</b>