



Adventist University of the Philippines

OFFICE ADMINISTRATION DEPARTMENT

COURSE DESCRIPTIONS

(Enhanced Curriculum 2014)

BSEC 122 SHORTHAND 1 (Foundations of Shorthand). This course includes the reading and writing of Gregg Shorthand. The ability to read shorthand correctly and to transcribe accurately is emphasized. Intensive copying of shorthand materials from the textbook to develop shorthand writing skills, speed reading, and the students' ability to take dictation on practiced materials as well as on new material at 40-60 words a minute on a 3 minute take with 10-15 error tolerance (longhand transcription) is included. Emphasis is also given to the application of the rules of grammar, punctuation, spelling, syllabication, and the development of an adequate business vocabulary. **Credit:** 3 units

BSEC 112 PERSONALITY DEVELOPMENT. This course is a study of what personality is, how it is developed to the fullest with Jesus as the Model. It attempts to discuss the physical, intellectual, social, emotional, and spiritual dimensions of personality and offers suggestions and guides on how these may be organized for the development of a pleasing personality, a personality that promotes business, wins friends and draws people to Christ. **Credit:** 3 units

BSEC 123 FUNDAMENTALS OF OFFICE PROCEDURES (Basic Office Administration). The course introduces the students as prospective office professionals to the basic office operations, techniques, and procedures required for entry-level jobs. It also covers personality traits, work habits, attitudes, values, communication skills, as well as business ethics that will prepare students to respond to the needs of the contemporary office. The second part is the mastery of the different filing system and intensive rules of indexing. Actual applications of the rules and principles of alphabetic, numeric, geographic, and subject filing systems will be provided. **Credit:** 3 units

BSEC 312 BUSINESS REPORT WRITING. Students are taught to prepare business letters, reports, memorandum, business proposals, minutes of meetings, economic briefs and executive summaries. Its emphasis is on the production of quality manuscripts; letters; memos; medical; government, legal and other business reports; minutes of meetings; press releases; financial statements. **Credit:** 3 units

BSEC 111 WORD PROCESSING (Keyboarding 1). The course involves the application of keyboarding principles and techniques in the production of different styles and forms of business documents. The course develops the student's ability to encode 35 words a minute with one error per minute on 5 minute timed writing. The students should be able to acquire the basic keyboarding skills that are necessary in the preparation of letters, memoranda, reports, and other business communications. **Credit:** 3 units

BSEC 121 ADVANCED WORD PROCESSING (Advance Keyboarding). This course, which may use either the typewriter or the computer, covers the mastery of the letter and number keyboard. Its emphasis is on the production of mailable manuscripts; letters; memos; medical; government, legal and other business forms; resumes; minutes of meetings; press releases; financial statements, etc. Speed Objective: 45-55 words a minute in 10 minutes take with 5 error tolerance. Three hours a week. **Pre-requisite:** Keyboarding 1. **Credit:** 3 units

BSEC 321 EVENTS AND TOURISM MANAGEMENT. Topics in this course include site selection, convention and visitors bureaus, convention/conference centers, international meeting, program planning, promotion and publicity, housing and reservations, air and ground transportation, shipping

procedures, convention services manager, pre-convention briefing, registration and information, meeting and function rooms, food and beverage, audio-visuals, exhibits, emergencies and fire safety, accounting, contracts and insurance, gratuities, meeting evaluation, computer applications, ethics and familiarization of duties in a travel agency such as airline scheduling and ticketing, car rental, dining, entertainment, outdoor vacations, gourmet tours, lodging, rail travel, general and agency tours, cruises, customer service and public relations, travel agency policies and procedures. **Credit:** 3 units

BSEC 211 ADVANCED SHORTHAND (Shorthand II). This course intensifies reading and writing of shorthand phrases, develops students' dictation speed to the highest point possible, lays a solid foundation for rapid and accurate transcription, and be able to transcribe mailable correspondence. Speed objective is 60- 100 words a minute.

BSEC 113 PRINCIPLES OF PUBLIC AND CUSTOMERS RELATIONS. The course with the fundamentals of public relations in business and other organizations. It familiarizes the students with the different techniques and tools in developing good relations with various types of publics in organization deals with. It covers the principles of public relation in the over-all marketing communications and corporate programs of a business firm. **Credit:** 3 units

BSIT 224 DESKTOP PUBLISHING. Introduction to the different software packages used in the field of Desktop Publishing industry: the present computerized system used in preparation of materials for newspapers, books, magazines, and newsletter. **Credit:** 3 units

BSEC 212 ADVANCED OFFICE PROCEDURES (Office System Administration). This course is conducted using lectures, role playing, and other teaching strategies and methods applicable to business content subjects. It covers the important phases of business procedures which the secretary is called upon to perform in addition to shorthand and keyboarding. A wide variety of specialized office secretarial duties is covered such as records management, handling the mail, receiving callers, making and answering telephone calls, making and canceling appointments, simple accounting and bookkeeping, information processing, data, word and text processing. As requirement of complete course, a student is required to complete 200 hours as office trainee in private or government office. Desirable attitudes, good work habits, initiative, good business judgment, and proper office decorum are developed throughout the course. Three hours a week. **Pre-requisites:** OM 1, Keyboarding 1&2, Shorthand 1, Business Communication **Credit:** 3 units

BSEC 222 SHORTHAND ELECTIVE. This course is designed to prepare students to work in any office shorthand principles. Emphasis is on speed, office-style dictation of medical and legal correspondence and mailable transcripts. Speed objective: 8-120 words a minute on 5 minute take 5 error tolerances. Three hours a week. **Pre-requisites:** Shorthand 1& 2. **Credit:** 3 units

BSEC 221 OFFICE MANAGEMENT MEDICAL. This course focuses on the medical secretary's career-making appointments, preparation of medical records and filing, handling, communications, the business aspect of medical practice, medical societies, medical assistant's responsibilities and a study of medical terminologies. Three hours a week. **Pre-requisite:** OM 1 & 2. **Credit:** 3 units

BSEC 311 OFFICE MANAGEMENT LEGAL. This course focuses on the legal secretary's career – a study of legal terminologies, preparation of legal forms and documents, legal shorthand and transcription, filling of legal papers, handling of communications in a legal office, the business aspect of legal practice, keeping financial records, and legal assistant's responsibilities. **Pre-requisites:** OM 1 & 2. **Credit:** 3 units

BSEC 322 INTRODUCTION TO RESEARCH. This course is intended to cultivate research interest and to guide the student on the step-wise conceptualization, development, and eventual implementation of scholarly research project. **Credit:** 3 units

BSIT 324 MIS CONCEPT. In this course, the student obtains clear understanding of management information system how they are planned, designed and managed; and the role which these systems play in the work of an organization. **Credit:** 3 units

BSEC 411 OFFICE MANAGEMENT IV. Part one of the course aims for the mastery of the office professionals' basic duties already learned and orients the student to the executive responsibilities and challenges of an executive administrative professional or an administrative assistant. Each student must work as an intern in an administrative or executive office outside the campus for 320 hours. Part two of the course provides the students an opportunity to apply specialized procedures in actual office work environment in Medical, Legal, Travel Agency and Hotel. **Credit:** 6 units