

**A Certificate Course in Administrative Support for Business Operations at St. Benilde  
School of Deaf Education and Applied Studies (S.D.E.A.S)  
De La Salle University – College of St. Benilde**

I. **Title of Certificate Course :** Administrative Support for Business Administration

II. **Core Skills :**

*Knowledge Objectives:*

Students will know how to manage records and files, do basic bookkeeping, and prepare simple business correspondence in an office set-up organization.

*Skills Objectives:*

Students will be able to use office equipment in doing their tasks.

*Attitude Objectives:*

Students will develop confidence in their abilities to express ideas clearly and to work cohesively within an organization.

III. **Types of Jobs :**

A Student graduating with a Certificate in Administrative Support for Business Operations are expected to be able to perform the following work task :

- A. Administrative Assistant
- B. Office Secretary
- C. Records Management
- D. Simple Bookkeeping
- E. Office Clerk

IV. **Flow Chart**

Please see attached

V. **Course Description per Subject**

**A. Language and Communication**

Basic Grammar (COSKI0)

This course focuses on the lessons in basic grammar with a special emphasis given to the composition and comprehension of simple sentences.

Advance Grammar (COSKI1)

This course focuses on the lessons in advanced grammar and composition and comprehension with special emphasis given to paragraph construction order and transition.

Business Communication Skills (BUSCOM)

This course focuses on the lessons in the comprehension and composition and use of basic and effective business correspondence and some basic presentation skills.

### Presentation Skills (PRESKILS)

This course focuses on the lessons in effective presentation skills for small or big group presentations and basic skills in handling groups. Emphasis is made on the preparation of self and topic for presentation, as well as gain basic skills in evaluating their presentation and handling of groups.

## **B. Accounting Principles**

### General Accounting1 (ACTONEA)

This course deals with the basic accounting cycle for a business enterprise. It is designed to meet the basic needs of all business students. It provides the students with the knowledge of how accounting records are utilized to present useful accounting information from a mass of data. Emphasis is placed on understanding accounting worksheets.

### General Accounting2 (ACTONEB)

This course deals with the basic accounting cycle for a business enterprise. It provides the students with a more practical exposure to the actual accounting cycle. Emphasis is placed on understanding the methodologies in recording accounting data and information.

### Accounting Software (ACTSOFT)

This course deals with the practical use of accounting software available in the market. It shall teach students how to use computer software for various accounting applications.

## **C. Computer Literacy**

### Typing and Computer Basics (COLIT/TYP)

This course introduces the student on the necessary typing skills and computer and the basic operations skills required in using one, focusing on the Windows environment

### Word Base (WORDPRO)

This course focuses on the functions and capabilities of MS Word in the creation and preparation of documents.

### Professional Computing (PROCO-E)

This course focuses on the functions and capabilities of MS Powerpoint in the creation and preparation of visual presentation.

### Advance Word & Excel (OFFCAP1)

This course focuses on the advance functions and capabilities of MS Word especially in the creation and preparation of business correspondence and an introduction to the basic functions and capabilities of MS Excel.

### Advance Excel (OFFCAP2)

This course focuses the capabilities of MS Excel in the creation and preparation of business reports with emphasis on the bookkeeping and accounting functions.

### Desktop Publishing (DESKTOP)

This course focuses the capabilities of Desktop Publishing Applications like Adobe Pagemaker in the creation and preparation of designed documents and other business correspondence.

## **D. Management Principles**

### Fundamentals of Management (FUNMGT)

The course focuses on the fundamentals of management with the emphasis on the relationship between management functions and business organization structures.

### Business Organizations (BUSORG)

The course focuses on how people and activities fit together in an organization to ensure that work is done the right way with the right result.

### Records Management (RECMGT)

This course deals with the understanding of the basic management of information systems. It will provide the student with a better understanding of how forms are managed and generated. Emphasis is placed on understanding the reason behind the importance of records management.

## **E. Personality Development**

### Communication & Empowerment (COEMPOW)

This course aims to develop an understanding of the communication process as it is used in personal (family, peer, romantic, etc) and professional (e.g. student-teacher) relationships. It will draw out an understanding of how the content or messages communicated and strategies used influence the formation of personal and communal identity of the Deaf and hard of hearing (HH) persons as they experience communication with others and with themselves. Extensive analysis will be made on the commonly occurring communication experiences in the family and school context that involve persons of significant influence (parents, teachers and peers).

The concepts of oppression and empowerment will be introduced and discussed, tracing its roots as well as determine whether these are evident in the students' communication with others and with themselves. Dynamics of particular types of relationships that involve hearing capabilities (Deaf-Deaf, Deaf-HH, Deaf-Hearing interactions, among others) as well as nature of relationship (personal or professional) will be analyzed. Preference for particular relationships will be given attention to, particularly if these relationships are present and influential in the lives of the students enrolled in the course.

In-depth reflection and critical analysis of personal experiences will constantly be done to facilitate awareness and understanding of themselves as well as draw-out strategies for their personal transformation towards empowerment: for themselves as well as develop their potentials to empower others—through personal and professional relationships.

### Career Orientation 1 (CARORE1)

This course shall provide students with self-assessment skills in determining the most appropriate *career* function/direction available to them especially being a hearing-impaired individual.

### Career Orientation 2 (CARORE2)

This course aims to prepare students in the actual process of job search. Special emphasis will be on the areas of : resume writing, application/interview process and proper business clothing.

## **F. Practical Application**

### Practicum 1 & 2 (PRACTI1 & PRACTI2)

It aims to provide the student with the practical learning gained through actual experience in an office or business environment. It shall focus on additional skills through experiential processing and evaluation. Practicum 1 will be conducted within the CSB while Practicum 2 will be conducted outside CSB.

Reference: CSB Course Catalogue