



## **FINANCIAL RECORDS PROCESSING - COURSE SUMMARY**

(S.O.C. 43-9061.00, 43-6014.00, 43-3031.00)

600 CLOCK HOURS

24 ACADEMIC 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 accounting assistants, accounting clerks, bookkeeping clerks, auditing clerks, billing clerks, and other similar occupations in any type of business or industry.

## PROGRAM DESCRIPTION:

This program is designed to enable the students to receive sufficient training in: business mathematics, mastery of electronic calculation (ten-key by touch), principles and techniques of accounting, typing/keyboarding, accounting related microcomputer applications.

## COURSE OUTLINE

COURSE CODE	COURSE TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	CREDIT UNITS	ACADEMIC WEEKS TO COMPLETE CREDIT UNITS	ON-TIME COMPLETION (WEEKS)
FR101	BUSINESS MATHEMATICS	25.00	50.00	3.50	3.00	
FR102	ACCOUNTING 1	100.00	-	6.50	4.00	
FR103	ACCOUNTING 2	-	100.00	3.50	4.00	
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	
FR106	FINANCIAL SOFTWARE APPLICATIONS (SPREADSHEETS, DATABASES AND ACCOUNTING SOFTWARE)	50.00	150.00	8.50	8.00	
<b>TOTAL</b>		<b>205.00</b>	<b>395.00</b>			
<b>PROGRAM TOTAL</b>		<b>600.00</b>		<b>26.50</b>	<b>24.00</b>	<b>28</b>

Satisfactory completion on-time completion of the program and a minimum grade average of 70% (C) are required for graduation. Diplomas are awarded to all graduates.

## COURSE DESCRIPTION

### FR101 - BUSINESS MATHEMATICS

(50 HRS. - 3.50 CREDIT UNITS)

This course begins with an extensive review of the fundamental mathematical operations. This is followed by the introduction of the various methods of using these operations to special business applications. Learned principles are reinforced through practical exercises.

Prerequisite: none

### FR102 - ACCOUNTING 1

(100 HRS. - 6.50 CREDIT UNITS)

This is an introduction to fundamental accounting concepts and principles. Basic accounting procedures such as journalizing and posting transactions are emphasized. Practical exercises are designed to develop good bookkeeping skills.

Prerequisite: FR 101 - Business Mathematics

### FR103 - ACCOUNTING 2

(100 HRS. - 3.50 CREDIT UNITS)

This covers the fundamental principles of accounting for cash, purchases and payments, sales and collections, payroll, and personal service enterprise. The basic procedures for preparing a trial balance and financial statement are also introduced

Prerequisites:

- FR101 - Business Mathematics
- FR102 - Accounting 1

### 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. It 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.

Also 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

### FR106 - FINANCIAL SOFTWARE APPLICATIONS

(200 HRS. - 8.50 CREDIT UNITS)

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

Prerequisite:

- FR101 - Business Mathematics
- FR102 - Accounting 1
- FR103 - Accounting 2
- GO106 - Introduction to Microcomputers

<b>TUITION FEES</b>	
<b>EFFECTIVE April 01, 2022</b>	
<b>DESCRIPTION</b>	
<b>TUITION</b>	\$4,910.00
<b>REGISTRATION FEES</b>	\$75.00
<b>STRF</b>	\$17.50
<b>SUB-TOTAL</b>	<b>\$4,988.50</b>
<b>BOOKS</b>	\$935.00
<b>UNIFORMS</b>	\$50.00
<b>SUPPLIES</b>	\$300.00
<b>KIT</b>	\$80.00
<b>COMPUTER/SOFTWARE</b>	\$1,150.00
<b>SUB-TOTAL</b>	<b>\$2,515.00</b>
<b>TOTAL</b>	<b>\$7,517.50</b>

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

PROGRAM INFORMATION DISCLOSURES		
PROGRAM NAME: FINANCIAL RECORDS PROCESSING CIP CODE: 52.0302 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>
Bookkeeping, Accounting, and Auditing Clerks: Accounting Clerk, Accounting Assistant, Accounts Payables Clerk, Bookkeeper, Account Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Account Receivable Clerk, Accounts Payable Specialist, Accounting Associate	43-3031.00	<a href="http://www.onetonline.org/link/summary/43-3031.00">http://www.onetonline.org/link/summary/43-3031.00</a>
ON-TIME COMPLETION RATE	State (BPPE) Rate: 50%*	
STUDENT RETENTION RATE	Accreditor(ABHES) Rate: 100%*	
TUITION AND FEES	\$4,988.00	
BOOKS AND SUPPLIES	\$2,515.00	
PLACEMENT RATES	Accreditor(ABHES) Rate: N/A%*	State (BPPE) Rate: 100%*
MEDIAN TITLE IV LOAN DEBT	\$3,666.00	
MEDIAN PRIVATE LOAN DEBT	\$0.00	
MEDIAN INSTITUTIONAL FINANCING DEBT	\$0.00	
<b>*DATA PER THE 2019-2020 REPORTING YEAR FOR ABHES 2019 REPORTING YEAR FOR BPPE</b>		