

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: 77%*	
STUDENT RETENTION RATE	Accreditor(ABHES) Rate: 100%*	
TUITION AND FEES	\$7,475.00	
BOOKS AND SUPPLIES	\$2,265.00	
PLACEMENT RATES	Accreditor(ABHES)Rate: 75% *	State (BPPE) Rate: 80%*
MEDIAN TITLE IV LOAN DEBT	\$5,823.00	
MEDIAN PRIVATE LOAN DEBT	\$0.00	
MEDIAN INSTITUTIONAL FINANCING DEBT	\$0.00	
*DATA PER THE 2017-2018 REPORTING YEAR		



**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 AUGUST 2019

## ABOUT THE COLLEGE

### History

Premiere Career College is the fulfillment of a dream of dedicated educators who for almost three decades have devoted their lives to promoting a sincere, honest, and student-oriented vocational training. Since 1979, Fe Ludovico-Aragon and Enrique Aragon have been involved in allied health education. Their passion for quality vocational training grew when they saw how it drastically improved the quality of students' lives.

Witnessing displaced homemakers, dislocated and injured workers, migrants from underprivileged countries, and young people in general become successful and productive members of society inspired them to pioneer quality vocational training programs. Soon, their vision became a reality. In November 1991, loaded with hope and enthusiasm, Premiere Career College was born. The College officially opened and the first classes started in March, 1992. For more than two decades, it has trained and placed students from all walks of life into productive occupations.

Premiere Career College received its initial grant of accreditation from the Accrediting Council for Independent Colleges and Schools (ACICS) on September 29, 1995 through December 31, 1998.

In April, 1998 before the initial grant expired, the college was reevaluated and was granted a new grant of accreditation through December 31, 2004.

In May 2004, after an evaluation of the college for its application for the renewal of its new grant of accreditation before its expiration in December 2004, it was awarded eight years (through December 31, 2012) which at that time was the longest award any institution could receive. In addition, Premiere Career College was recognized as an HONOR ROLL INSTITUTION with DISTINCTION. It was awarded a PLAQUE of recognition at the ACICS Annual Meeting in Orlando, Florida on June 16, 2004.

In August 2012 before the expiration of its current accreditation and after it was evaluated again, the college was awarded a NEW grant of accreditation through December 31, 2018. For the second time, Premiere Career College was again recognized by ACICS as an Honor Roll Institution. In its letter to the college, ACICS, congratulated the school for demonstrating exemplary standards and a clear understanding of the accreditation criteria.

The college was honored at the ACICS Annual Meeting in Las Vegas, Nevada on November 11, 2012.

In June 2106, the college applied to the Accrediting Bureau of Health Education Schools (ABHES) for an initial grant of institutional accreditation.

In November 2016, ABHES wrote a letter of commendation to Premiere Career College for undergoing an on-site evaluation team visit in 2016 (November 2, 3) in pursuit of an initial grant of institutional accreditation that resulted in "ZERO" standard violations.

ABHES also invited representatives of Premiere Career College to attend its 14th annual National Conference on Allied Health Education begin held February 22-24, 2017, in Palm Springs, California where the college will be formally recognized for its outstanding accomplishments.

#### 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. - 11.67 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

**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. 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. - 1.67 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 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.

Prerequisite: none

In February 2017 ABHES Awarded the college the Certificate of Accreditation as an ABHES accredited institutional school effective February 6, 2017 to February 28, 2017

On the same date, February 6, 2017 in a letter to the interim President of ACICS, the college voluntarily withdrew its institutional accreditation from the Accrediting Council for Independent Colleges and Schools, (ACICS).

The College's strength rests in its flexibility and responsiveness to student's intellectual and professional needs. It uses hands-on, real world training with program schedules that accommodate adult learners. When students begin their training, they immediately become part of a community that includes faculty and administrators committed to education in an atmosphere of support and friendship.

The College serves the community with career-oriented programs that are innovative in its curriculum, job intensive in its focus, and responsive to the industry needs.

At Premiere Career College quality education matters and students always come first!

## MISSION

Premiere Career College's mission is to train students from a cross section of academic and economic backgrounds so that they can acquire skills and attitudes that will qualify them to work as entry-level employees of medical/business industries and government.

Premiere Career College aims to achieve its mission by providing quality vocational training to all its students. This is achieved by:

1. providing a safe, comfortable and conducive-to-learning environment;
2. utilizing instructional methods which emphasize practical or hands-on training;
3. using state-of-the-art equipment and materials; and
4. hiring only dedicated and qualified instructional and administrative personnel.

It is also the objective of Premiere Career College to regularly assess its success in realizing its mission by constantly monitoring and analyzing the following:

1. knowledge and skills acquired by the student;
2. retention and placement rates; and
3. employers'/graduates' satisfaction.

TUITION FEES	
EFFECTIVE JUNE 07, 2016	
DESCRIPTION	
TUITION	\$7,400.00
REGISTRATION FEES	\$75.00
STRF	\$0.00
<b>SUB-TOTAL</b>	<b>\$7,475.00</b>
BOOKS	\$685.00
UNIFORMS	\$50.00
SUPPLIES	\$300.00
KIT	\$80.00
COMPUTER/SOFTWARE	\$1,150.00
<b>SUB-TOTAL</b>	<b>\$2,265.00</b>
<b>TOTAL</b>	<b>\$9,740.00</b>

CLASS SCHEDULES		
MORNING	MONDAY-FRIDAY	8AM-1PM
AFTERNOON	MONDAY-FRIDAY	1PM-6PM

#### 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	5.000	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