

**FIRST YEAR - FIRST SEMESTER**

Course Code	Course Title	Credit/s	Hour/s		Pre-Requisite/s	Co
			Lec	lab		
<b>ACTG 101</b>	Accounting for Non-Accountants 1	3	3	0		
<b>Math 103</b>	College Algebra	3	3	0		
<b>Mgt 101</b>	Principles of Management	3	3	0		
<b>Eng 100</b>	English Plus	0	3	0	For EPT Non-Passers	
<b>Eng 101</b>	Advanced Grammar and Composition	3	3	0	For EPT Passers	
<b>Fil 101</b>	Komunikasyon sa Akademikong Filipino	3	3	0		
<b>NS 101</b>	Earth and Environmental Science	3	3	0		
<b>NSTP 101</b>	National Service Training Program 1	3	3	0		
<b>NSTP 111</b>	NSTP - Civic Welfare Training Service 1	3	3	0		
<b>NSTP 112</b>	NSTP - Literacy Training Service 1	3	3	0		
<b>NSTP 113</b>	NSTP - Reserve Officers Training Corps 1	3	3	0		
<b>PE 101</b>	Physical Fitness, Gymnastics and Aerobics	2	2	0		
<b>SS 101</b>	General Psychology	3	3	0		
<b>Total</b>		<b>26</b>	<b>26</b>	<b>0</b>		

**FIRST YEAR - SECOND SEMESTER**

Course Code	Course Title	Credit/s	Hour/s		Pre-Requisite/s	Co
			Lec	lab		
<b>ACTG 102</b>	Accounting for Non-Accountants 2	3	3	0	ACTG 101	
<b>Fin 101</b>	Basic Finance: Money, Banking and Credit	3	3	0		
<b>Math 118</b>	Mathematics of Investment	3	3	0	Math 103	
<b>MKT 101</b>	Principles of Marketing	3	3	0		
<b>Eng 102</b>	Study and Thinking Skills	3	3	0	Eng 101	
<b>Fil 102</b>	Pagbasa at Pagsulat Tungo sa Pananaliksik	3	3	0	Fil 101	
<b>NSTP 102</b>	National Service Training Program 2	3	3	0	NSTP 101	
<b>NSTP 121</b>	NSTP - Civic Welfare Training Service 2	3	3	0	NSTP 111	
<b>NSTP 122</b>	NSTP - Literacy Training Service 2	3	3	0	NSTP 112	
<b>NSTP 123</b>	NSTP - Reserve Officers Training Corps 2	3	3	0	NSTP 113	
<b>PE 102</b>	Rhythmic Activities	2	2	0	PE 101	
<b>SS 105</b>	Basic Economics with Taxation and Land Reform	3	3	0		
<b>Total</b>		<b>26</b>	<b>26</b>	<b>0</b>		

**FIRST YEAR - SUMMER**

Course Code	Course Title	Credit/s	Hour/s		Pre-Requisite/s	Co
			Lec	lab		
<b>Comp 101</b>	Introduction to Computer Science	3	2	3		
<b>SS 104</b>	Life and Works of Rizal	3	3	0		
<b>Total</b>		<b>6</b>	<b>5</b>	<b>3</b>		

**SECOND YEAR - FIRST SEMESTER**

Course Code	Course Title	Credit/s	Hour/s		Pre-Requisite/s	Co
			Lec	lab		

<b>ACTG 203</b>	Financial Accounting and Reporting 1	3	3	0	ACTG 102
<b>ENT 305</b>	Product Planning and Development	3	3	0	MKT 101
<b>Mgt 102</b>	Human Behavior in Organization	3	3	0	Mgt 101
<b>Stat 103</b>	Business Statistics	3	3	0	Math 103
<b>Comp 102</b>	Business Applications	3	2	3	Comp 101
<b>Eng 103</b>	Oral Communication	3	3	0	Eng 102
<b>Hum 101</b>	Introduction to Humanities: Art Appreciation	3	3	0	
<b>PE 103</b>	Individual and Dual Sports	2	2	0	PE 101
<b>SS 103</b>	Society and Culture with Responsible Parenthood	3	3	0	
<b>Total</b>		<b>26</b>	<b>25</b>	<b>3</b>	

### SECOND YEAR - SECOND SEMESTER

Course Code	Course Title	Credit/s	Hour/s		Pre-Requisite/s	Co
			Lec	lab		
<b>Fin 104</b>	Business Finance	3	3	0	Fin 101	
<b>HRDM 201</b>	Administrative and Office Management	3	3	0	Mgt 102	
<b>Law 101</b>	Law on Obligations and Contracts	3	3	0		
<b>Mgt 103</b>	Human Resource Management	3	3	0	Mgt 102	
<b>Mgt 106</b>	Entrepreneurial Management	3	3	0	Mgt 102, MKT 101	
<b>Mgt 111</b>	Management Seminar	3	3	0	Mgt 102	
<b>BPO 303</b>	Business Communications	3	3	0	Eng 103	
<b>PE 104</b>	Team Sports	2	2	0	PE 101	
<b>SS 116</b>	Personality Development	3	3	0		
<b>Total</b>		<b>26</b>	<b>26</b>	<b>0</b>		

### SECOND YEAR - SUMMER

Course Code	Course Title	Credit/s	Hour/s		Pre-Requisite/s	Co
			Lec	lab		
<b>AMGT 201</b>	Internship Training for Associate in Management	5	0	0	Regular Standing	
<b>Total</b>		<b>5</b>	<b>0</b>	<b>0</b>		