

FIRST YEAR - FIRST SEMESTER

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

FIRST YEAR - SECOND SEMESTER

Course Code	Course Title	Credit/s	Hour/s		Pre-Requisite/s	Co
			Lec	lab		
ACTG 102	Accounting for Non-Accountants 2	3	3	0	ACTG 101	
Law 101	Law on Obligations and Contracts	3	3	0		
MKT 101	Principles of Marketing	3	3	0		
Comp 101	Introduction to Computer Science	3	2	3		
Eng 102	Study and Thinking Skills	3	3	0	Eng 101	
Fil 102	Pagbasa at Pagsulat Tungo sa Pananaliksik	3	3	0	Fil 101	
NSTP 102	National Service Training Program 2	3	3	0	NSTP 101	
NSTP 121	NSTP - Civic Welfare Training Service 2	3	3	0	NSTP 111	
NSTP 122	NSTP - Literacy Training Service 2	3	3	0	NSTP 112	
NSTP 123	NSTP - Reserve Officers Training Corps 2	3	3	0	NSTP 113	
PE 102	Rhythmic Activities	2	2	0	PE 101	
SS 116	Personality Development	3	3	0		
Total		26	25	3		

FIRST YEAR - SUMMER

Course Code	Course Title	Credit/s	Hour/s		Pre-Requisite/s	Co
			Lec	lab		
HRDM 201	Administrative and Office Management	3	3	0	Mgt 101	
Total		3	3	0		

SECOND YEAR - FIRST SEMESTER

Course Code	Course Title	Credit/s	Hour/s		Pre-Requisite/s	Co
			Lec	lab		
ACTG 203	Financial Accounting and Reporting 1	3	3	0	ACTG 102	
Fin 101	Basic Finance: Money, Banking and Credit	3	3	0		

Law 102	Law on Business Organization	3	3	0	Law 101	
Tax 101	Income Taxation	3	3	0		
Comp 102	Business Applications	3	2	3	Comp 101	
Eng 103	Oral Communication	3	3	0	Eng 102	
Hum 101	Introduction to Humanities: Art Appreciation	3	3	0		
Mgt 112	Business Planning	2	2	0	Mgt 101	
PE 103	Individual and Dual Sports	2	2	0	PE 101	
Total		25	24	3		

SECOND YEAR - SECOND SEMESTER

Course Code	Course Title	Credit/s	Hour/s		Pre-Requisite/s	Co
			Lec	lab		
ACTG 204	Financial Accounting and Reporting 2	3	3	0	ACTG 203	
Math 118	Mathematics of Investment	3	3	0	Math 103	
Comp 103	Management Information System	3	2	3	Comp 102	
Eng 104	Technical Writing	3	3	0	Eng 103	
Mgt 102	Human Behavior in Organization	3	3	0	Mgt 112	
NS 102	Biological Sciences	3	3	0	NS 101	
PE 104	Team Sports	2	2	0	PE 101	
SS 102	Philippine History	3	3	0		
SS 106	Politics and Governance with Philippine Constitution	3	3	0		
Total		26	25	3		

SECOND YEAR - SUMMER

Course Code	Course Title	Credit/s	Hour/s		Pre-Requisite/s	Co
			Lec	lab		
ACTG 205	Internship Training for Accounting Associates	5	0	0		
Total		5	0	0		