



FIRST YEAR

First Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
ABM 1	Business Math	3	2.0		
ABM 2	Organization and Management	3	2.0		
ABM 4	FABM (Acctg 1)	3	1.0		
GE 1	Understanding the Self	3	1.0		
GE 2	Readings in Philippine History	3	1.0		
GE 3	The Contemporary World	3	1.0		
NSTP 1	National Service Training. Prog.	3	1.0		
PE 1	Physical Fitness & Swimming	2	1.0		
PEP 1	Personality Enhancement Prog.	0	S		
TOTAL		23			

Second Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
ABM 3	Marketing	3	2.0		ABM 2
ABM 5	Finance	3	2.0		ABM 1
ABM 6	FABM (Acctg 2)	3	1.0		ABM 4
ABM 7	Business Ethics	3	2.0		ABM 2
CHS 1	Reading and Interpreting the Hebrew Scriptures	3	1.0		
NSTP 2	National Service Training. Prog.	3	1.0		NSTP 1
PE 2	Physical Education	2	1.0		PE 1
PEP 2	Personality Enhancement Prog.	0	S		
TOTAL		20			

MID-YEAR TERM

Subject Code	Course Title	Units	PG	FG	Prerequisite
CHS 2	Reading and Interpreting the Christian Scriptures	3	1.0		CHS 1
GE 4	Mathematics in the Modern World	3	1.0		
GE 5	Purposive Communication	3	1.0		
TOTAL		9			

The passing grade is "1.0". However, in order to progress to the next level, a cut-off grade of "2.0" is required for ABM 1 and 2 (First Semester) and ABM 3, 5 and 7 (Second Semester). Note: ABM 1-7 are augmentation/bridging courses.

Students need to take the Midyear Term subjects in order to proceed to the next level.

SECOND YEAR

First Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
CFMA	Course on Financial Markets Analysis	3	2.0		
ISB 11C	IT Application Tools for Business	3	2.0		
OA 21C	Fundamentals in Shorthand	4	2.0		
OA 23C	Keyboarding & Documents Processing	4	2.0		
OA 25C	Administrative Office Procedures & Management	3	2.0		
GE 6	Art Appreciation	3	1.0		
GE 7	Science, Technology & Society	3	1.0		
PE 3	Physical Education	2	1.0		PE 2
TOTAL		25			

Second Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
ISB 21C	Database Management Systems	3	2.0		ISB 11C
OA 22C	Advance Shorthand	4	2.0		OA 21C
OA 24C	Business Report Writing	4	2.0		OA 23C
GE 8	Ethics	3	1.0		
GE 9	The Life & Works of Jose Rizal	3	1.0		
FL	Foreign Language	3	1.0		
PE 4	Physical Education	2	1.0		PE 3
TOTAL		22			

MID-YEAR TERM

Subject Code	Course Title	Units	PG	FG	Prerequisite
GE 10A	Whole Person Education	3	1.0		
GE 11A	Free Elective (SINESOS/IT, Environmental Science, etc)	3	1.0		
CHS 3/GE 12	Ethics of the Christian Faith	3	1.0		CHS 2
TOTAL		9			

The passing grade is "1.0". However, in order to progress to the next level, a cut-off grade of "2.0" is required in CFMA, ISB 11C, OA 21C, OA 23C, OA 25C, ISB 21C, OA 22C and OA 24C.

Students need to take the Midyear Term subjects in order to proceed to the next level.

THIRD YEAR

First Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
BA 2	Operations Management (TQM)	3	2.0		Junior Standing
OA 31C	Internet Research for Business	3	2.0		ISB 21C
OA 33C	Machine Shorthand I	3	2.0		OA 22C
OA 35C	Personal and Professional Development	3	2.0		OA 25C
OA-EL 1	Professional Elective (Customer Analytics)	3	2.0		ISB 21C

Second Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
OA 32C	Integrated Software Applications	3	2.0		ISB 21C
OA 34C	Entrepreneurial Behavior and Competencies	3	2.0		Junior Standing
OA 36C	Office Administration Internship - 300 hours	3	2.0		Junior Standing
OA-EL 5	Professional Elective (Machine Shorthand II)	3	2.0		OA 33C

OA-EL 2	Professional Elective (Specialized Office Pro-Legal)	3	2.0		OA 22C, OA 25C
OA-EL 3	Professional Elective (Accounting 2)	3	2.0		Junior Standing
OA-EL 4	Professional Elective (Specialized Office Pro-Medical)	3	2.0		OA 22C, OA 25C
TOTAL		24			

TOTAL		12			

The passing grade is "1.0". However, in order to progress to the next level, a cut-off grade of "2.0" is required in BA 2, OA 31C, OA 33C, OA 35C, OA-EL 1, OA-EL 2, OA-EL 3, OA-EL 4, OA 32C, OA 34C, OA 36C, and OA-EL 5.

*Junior Standing = PASSED in all BA Core, Professional, and BA Major Related subjects in their sophomore year.

FOURTH YEAR

First Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
OA 41C	Customer Relations	3	2.0		OA 35C
OA 43C	Events Management	3	2.0		OA 25C, OA 35C
OA-EL 6	Professional Elective (Human Anatomy and Physiology)	3	2.0		Senior Standing
OA-EL 7	Professional Elective (Web Design)	3	2.0		Senior Standing
OA-EL 8	Professional Elective (International Studies)	3	2.0		Senior Standing
OA-EL 9	Professional Elective (Intro to Project Management)	3	2.0		Senior Standing
RMA	Risk Management Analysis	3	2.0		Senior Standing
TOTAL		21			

Second Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
BA 4	Strategic Management	3	2.0		Senior Standing
BLT 1	Obligations & Contracts	3	2.0		
BLT 2	Income & Business Taxation	3	2.0		
OA-EL 10	Professional Elective (Legal/Med. Office Internship - 300 hours)	3	2.0		Senior Standing
TOTAL		12			

The passing grade is "1.0". However, in order to graduate, a cut-off grade of "2.0" is required in OA 41C, OA 43C, OA-EL 6, OA-EL 7, OA-EL 8, OA-EL 9, RMA, BA 4, BLT 1, BLT 2 and OA-EL 10.

*Senior Standing = PASSED in all BA Core, Professional, and BA Major Related subjects in their junior year.

TOTAL NUMBER OF UNITS	177
Regular Credit Units	156
Augmentation Credit Units	21

Note: Admission Requirements; All strands will be accepted/admitted

Augmentation Learning Activities (for Non-ABM Strand)

Subjects	Units	Schedule Offering
ABM 1 (Business Math)	3	1st Sem., 1st Year
ABM 2 (Mgt. 11)	3	1st Sem., 1st Year
ABM 3 (Mgt. 23)	3	2nd Sem., 1st Year
ABM 4 (Acctng 1)	3	1st Sem., 1st Year
ABM 5 (Finance)	3	2nd Sem., 1st Year
ABM 6 (Acctng 2)	3	2nd Sem., 1st Year
ABM 7 (Business Ethics)	3	2nd Sem., 1st Year
Total	21	

Remarks:

Non-ABM graduates are required to take all the identified augmentation courses in the ABM track as pre-requisite to major subjects.

Summary of Curriculum Components	Units
General Education Subjects	36
NSTP	6
PE	8
Cognate Subjects (Core Business & Mgt. Education Courses)	6
Major Subjects (Office Administration Core Courses)	49
Major Electives (Professional Elective Courses)	30
Cognate/Major/Professional Subjects	15
Course/Institutional Required Subjects	6
Total credit units	156

REVISED (Effective I 2020-2021): 05.04.20

- * Change in descriptive title of GE 10(A) from Retorika to WPE
- * Change in descriptive title of GE 11(A) from Panitikan to Free Elective
- * Change in descriptive title of GE 12/CHS3 from Christianity & Peace-Building to Ethics of Christian Faith
- * Change in placement of subjects: Events Management and Specialized Office Pro-Medical
- * Change in PG of BLT 1 and BLT 2 from 1.0 to 2.0
- * Changes in Subject Code of:
OA 39 to OA-EL 1 OA 43 to OA-EL 5 OA 45 to OA-EL 6 OA 38 to OA 34
OA 30 to OA-EL 2 OA 47 to OA-EL 7 OA 36 to OA-EL 4
OA 34 to OA-EL 3 OA 49 to OA-EL 8 OA 44 to OA-EL 9
- * Defined Sophomore/Junior/Senior Standing
- * Change in Pre-requisite(s) of Subjects:
OA 31 - changed "Junior Standing" to OA 16
OA 33 - dropped "Junior Standing"
OA 35 - changed "Junior Standing" to OA 21
OA 37 - changed "Junior Standing" to OA 18 & OA 21
OA EL-1, OA-EL 2 - changed "Junior Standing" to BA 2
OA EL-4 - changed "Junior Standing" to OA 12 & OA 18
OA 34 - dropped ABM 2 & 3
OA 41 - changed "Senior Standing" to OA 16 & OA 35
OA EL-6, 7 & 8, BLT 1 & 2 - dropped "Senior Standing"
- * Provided CMO list of Elective Subjects
- * Change in details of "Summary of Curriculum Components"

REVISED (Effective I 2022-2023): 02.22.22

*Subjects Recoded:

OA 11 to OA 21C OA 23 to OA-EL 2 OA 33 to OA 33C OA-EL 3 to OA-EL 5
OA 12 to OA 22C OA 25 to OA-EL 3 OA 35 to OA 41C OA-EL 9 to OA-EL 10
OA 16 to OA 24C OA 22 to OA 36C OA 37 to OA 43C
OA 21 to OA 35C OA 31 to OA 31C OA-EL 2 to OA-EL 9

*Subjects Joined (to be consistent w/ CMO), Recoded & Renamed:

OA 13 and OA 15 to OA 23C Keyboarding & Documents Processing
OA 17 and OA 18 to OA 25C Administrative Office Procedures & Management

*Subjects with new semestral/year level placement:

GE 4 and GE 5 from 1st year (Augmentation) 2nd sem to Midyear Term
GE 6 from 1st year 1st sem to 2nd year 1st sem
GE 7 from 1st year 2nd sem to 2nd year 1st sem
GE 8 and GE 9 from 2nd year 1st sem to 2nd year 2nd sem
GE 10A from 2nd year 1st sem to Midyear Term
GE 11A and CHS 3/GE 12 from 2nd year 2nd sem to Midyear Term
CHS 1 from 1st year 1st sem to 1st year 2nd sem

***Subjects Added:**

ISB 11C IT Applications for Business
 ISB 21C Database Management Systems

***Subjects Dropped:**

OA 14 Software & Hardware Troubleshooting
 CAEA Certified Advanced Equity Analysis
 CATA Certified Advanced Technical Analysis
 OA 41 Business Communication
 OA-EL 5 Filipino Stenography

***Subject Renamed:**

CFMP to CFMA Course on Financial Markets Analysis

***Subjects w/ changes in the number of units from 6 to 3 :**

OA 22 (now OA 36C) Office Administration Internship-300 hrs.
 OA-EL 9 (now OA-EL 10) Legal/Med. Office Internship-300 hrs

*** Provided Summary of Subjects with LAB***** Changed details of "Summary of Curriculum Components"**

CHS 2 from 1st year 2nd sem to Midyear Term

OA 11 (now OA 21C) from 1st year 1st sem to 2nd year 1st sem
 OA 13 & OA 15 (now OA 23C) from 1st year 1st sem to 2nd year 1st sem
 OA 17 & OA 18 (now OA 25C) from 1st/2nd year 1st sem to 2nd year 1st sem
 OA 12 (now OA 22C) from 1st year 2nd sem to 2nd year 2nd sem
 OA 16 (now OA 24C) from 1st year 2nd sem to 2nd year 2nd sem
 BA 2 from 2nd year 1st sem to 3rd year 1st sem
 OA 21 (now OA 35C) from 2nd year 1st sem to 3rd year 1st sem
 OA 23 (now OA-EL 2) from 2nd year 1st sem to 3rd year 1st sem
 OA 25 (now OA-EL 3) from 2nd year 1st sem to 3rd year 1st sem
 OA 22 (now OA 36C) from 2nd year 2nd sem to 3rd year 2nd sem
 OA 35 (now OA 41C) from 3rd year 1st sem to 4th year 1st sem
 OA 37 (now OA 43C) from 3rd year 1st sem to 4th year 1st sem
 OA-EL 2 (now OA-EL 9) from 3rd year 2nd sem to 4th year 1st sem
 OA-EL 4 from 3rd year 2nd sem to 3rd year 1st sem
 FL from 3rd year 1st sem to 2nd year 2nd sem

*** Subject Pre-requisite(s) Changes:**

BA 2 from OA 18 to "Junior Standing"
 OA 25 (now OA-EL2) from none to "Junior Standing"
 OA 22 (now OA 36C) from Sophomore Standing to "Junior Standing"
 OA 31 (now OA 31C) from OA 16 to ISB 21C
 OA-EL 1 from BA 2 to ISB 21C
 OA 32 (now OA 32C) from OA 14 to ISB 21C
 OA-EL 2 (now OA-EL 9) from BA 2 to "Senior Standing"
 OA-EL 6, OA-EL 7 and OA-EL 8 from none to "Senior Standing"

Subjects with LAB		Units	LEC	LAB	TTL
ISB 11C	IT Applications for Business	3	3	3	6
OA 23C	Keyboarding & Documents Processing	4	2	2	4
ISB 21C	Database Management Systems	3	3	3	6
OA 24C	Business Report Writing	4	2	2	4
OA 31C	Internet Research for Business	3	1	2	3
OA 33C	Machine Shorthand I	3	2	2	4
OA 35C	Integrated Software Applications	3	2	2	4
OA-EL 1	Professional Elective (Customer Analytics)	3	2	2	4
OA-EL 5	Professional Elect (Machine Shorthand II)	3	2	2	4
OA-EL 7	Professional Elective (Web Design)	3	3	3	6

Subjects with Related Learning Experience (RLE)

BA 4	1 unit (3 units)
OA 36C	1 unit (3 units)
OA-EL 10	1 unit (3 units)