

HOLY ANGEL UNIVERSITY
REGISTRAR'S OFFICE
COLLEGE OF BUSINESS AND ACCOUNTANCY
BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION
Leading to Associate in Office Administration
EFFECTIVE S.Y. 2003-2004
LADDER TYPE

FIRST YEAR, FIRST SEMESTER

COURSE NO.	DESCRIPTION	LEC HRS	LAB HRS	CREDIT UNITS	PREREQUISITE
SSHORTHAND	FUNDAMENTALS OF SHORTHAND	3		3	NONE
6INTROKEY	INTRODUCTION TO COMPUTER		3	3	NONE
1ENGLISH	READING AND WRITING	3		3	NONE
2COLALG	COLLEGE ALGEBRA	3		3	NONE
3FILSIN	SINING NG PAKIKIPAGTALASTASAN	3		3	NONE
4RIZAL	LIFE & WORKS OF RIZAL	3		3	NONE
5GODCAL	RESPONDING TO GOD'S CALL IN FAITH	3		3	NONE
7SELECT	SELF-TESTING ACTIVITIES	2		2	NONE
NSTP1	NATIONAL SERVICE TRAINING PROGRAM 1	(3.0)		(3.0)	NONE
		<u>20</u>	3	<u>23</u>	

FIRST YEAR, SECOND SEMESTER

COURSE NO.	DESCRIPTION	LEC HRS	LAB HRS	CREDIT UNITS	PREREQUISITE
SINTRANS	INTRODUCTORY TRANSCRIPTION	3		3	SSHORTHAND
SADVANCE	ADVANCED KEYBOARDING		3	3	6INTROKEY
1CORRES	BUSINESS CORRESPONDENCE & REPORT WRITING	3		3	1ENGLISH
2MINVES	MATHEMATICS OF INVESTMENT	3		3	2COLALG
6COMBASIC	COMPUTER BASIC CONCEPTS & APPLICATIONS		3	3	6INTROKEY
SFUNOFPRO	FUNDAMENTALS OF OFFICE PROCEDURES	3		3	NONE
5MORAL	MORAL LIFE	3		3	5GODCAL
7RHYACT	FUNDAMENTALS OF RHYTHMIC ACTIVITIES	2		2	7SELECT
NSTP2	NATIONAL SERVICE TRAINING PROGRAM II	(3.0)		(3.0)	NSTPI
		<u>17</u>	6	<u>23</u>	

SECOND YEAR, FIRST SEMESTER

COURSE NO.	DESCRIPTION	LEC HRS	LAB HRS	CREDIT UNITS	PREREQUISITE
XNONACC	ACCOUNTING FOR NON-ACCOUNTANTS	3		3	2ND YR. STANDING
STRANScri1	TRANSCRIPTION 1	3		3	SINTRANS
SDATABASE	DATABASE MANAGEMENT (ACCESS)		3	3	6COMBASIC
SPDPR	PERSONALITY DEV'T & PUBLIC RELATIONS	3		3	2ND YR. STANDING
1SPEECH	SPEECH AND ORAL COMMUNICATION	3		3	1CORRES
YBORGMA	BUSINESS ORGANIZATION & MANAGEMENT	3		3	2ND YR. STANDING
YECON	PRINCIPLES OF ECONOMICS	3		3	2ND YR. STANDING
7FUNGAM	FUNDAMENTALS OF GAMES AND SPORTS	2		2	7RHYACT
		<u>20</u>	3	<u>23</u>	

SECOND YEAR, SECOND SEMESTER

COURSE NO.	DESCRIPTION	LEC HRS	LAB HRS	CREDIT UNITS	PREREQUISITE
STRANScri2	TRANSCRIPTION 2	2	1	3	STRANScri 1
SPRODTYPE	PRODUCTION TYPING		3	3	SADVANCE
YBUSCOM	BUSINESS COMMUNICATION ENHANCEMENT	3		3	1SPEECH
YINBUFINSYS	INTRODUCTION TO BUSINESS, FINANCE & PHIL. FINANCIAL SYSTEM	3		3	2ND YR. STANDING
SADOFPRO	ADVANCED OFFICE PROCEDURES	2	1	3	SFUNOFPRO
4HISGOV	PHILIPPINE HISTORY AND GOVERNMENT	3		3	2ND YR. STANDING
SPRCTICUM1	PRACTICUM	3		3	SFUNOFPRO/STRANScri1
7REACT	RECREATIONAL ACTIVITIES	2		2	7FUNGAM

*After finishing the two years, the student may be granted a title in Associate in Office Administration.

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THIRD YEAR, FIRST SEMESTER

COURSE NO.	DESCRIPTION	LEC HRS	LAB HRS	CREDIT UNITS	PREREQUISITE
SMACHINE	MACHINE SHORTHAND	3		3	3RD YR. STANDING
YPRIMAR	PRINCIPLES OF MARKETING	3		3	YBORGMA
SMEDLEG	MEDICAL AND LEGAL SHORTHAND	3		3	3RD YR. STANDING
XNOPACO	PARTNERSHIP AND CORP. ACCOUNTING FOR NON-ACCOUNTANTS	3		3	XNONACC
5PRAYER	WORSHIP, PRAYER AND SACRAMENTS	3		3	5MORAL
SVISUAL	VISUAL BASIC WITH INTERNET		3	3	SDATABASE
4GENPSY	GENERAL PSYCHOLOGY	3		3	3RD YR. STANDING
		21		21	

THIRD YEAR, SECOND SEMESTER

COURSE NO.	DESCRIPTION	LEC HRS	LAB HRS	CREDIT UNITS	PREREQUISITE
2MATCAL	MATHEMATICAL ANALYSIS WITH CALCULUSS	3		3	2MINVES
SGOSPRO	GENERAL OFFICE SYSTEMS AND PROCEDURES	3		3	SADOFPRO
YORGBEV	ORGANIZATIONAL BEHAVIOR	3		3	YBORGMA
9EATSN	EARTH SCIENCE	3		3	3RD YR. STANDING
XOBLICO	OBLIGATIONS AND CONTRACTS	3		3	3RD YR. STANDING
SPRCTICUM2	PRACTICUM IN MEDICAL AND LEGAL OFFICE	3		3	3RD YR. STANDING
		18		18	

FOURTH YEAR, FIRST SEMESTER

COURSE NO.	DESCRIPTION	LEC HRS	LAB HRS	CREDIT UNITS	PREREQUISITE
SOTOSYS	OFFICE AUTOMATION AND SYSTEMS	2	1	3	SGOSPRO
9BIOSCN	BIOLOGICAL SCIENCE	3		3	9EARTSN
XPACOLO	PARTNERSHIP AND CORPORATION LAW	3		3	XOBLICO
YKAMP	KAPAMPANGAN CULTURE	3		3	4TH YR. STANDING
YBUSSTAT	BUSINESS STATISTICS	3		3	2MINVES
4LOGIC	LOGIC	3		3	4TH YR. STANDING
		17	1	18	

FOURTH YEAR, SECOND SEMESTER

COURSE NO.	DESCRIPTION	LEC HRS	LAB HRS	CREDIT UNITS	PREREQUISITE
1LIT1	LITERATURE OF THE PHILIPPINES	3		3	4TH YR. STANDING
3FILBAS	PAGBASA AT PAGSULAT SA IBA'T IBANT DISIPLINA	3		3	4TH YR. STANDING
XINTAX	INCOME TAXATION	3		3	XPACOLO
SOPRE	OPERATIONS RESEARCH	3		3	GRADUATING
SPRCTICUM3	PRACTICUM IN GENERAL BUSINESS OFFICE	3		3	GRADUATING
		15		15	

Name: _____ Student No: _____