

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. 2006-2007
LADDER TYPE

FIRST YEAR, FIRST SEMESTER

COURSE NO.	DESCRIPTION	LEC HRS	LAB HRS	CREDIT UNITS	PREREQUISITE
6INTROKEY	INTRODUCTION TO COMPUTER		3	3	NONE
1ENGLISH	READING AND WRITING	3		3	NONE
2COLALG	COLLEGE ALGEBRA	3		3	NONE
3FILKOM	KOMUNIKASYON SA AKADEMYANG FILIPINO	3		3	NONE
4RIZAL	LIFE & WORKS OF RIZAL	3		3	NONE
5THEO1	DOING CATHOLIC THEOLOGY FOR TODAY'S FILIPINO	3		3	NONE
4HISGOV	PHILIPPINE HISTORY & GOVERNMENT	3		3	NONE
7SELECT	SELF-TESTING ACTIVITIES	2		2	NONE
NSTP1	NATIONAL SERVICE TRAINING PROGRAM 1	(3.0)		(3.0)	
		20	3	23	

FIRST YEAR, SECOND SEMESTER

COURSE NO.	DESCRIPTION	LEC HRS	LAB HRS	CREDIT UNITS	PREREQUISITE
SADVANCE	ADVANCED KEYBOARDING		3	3	6INTROKEY
SPDPR	PERSONALITY DEV'T & PUBLIC RELATIONS	3		3	2ND YR. STANDING
SFUNOFPRO	FUNDAMENTALS OF OFFICE PROCEDURES	3		3	NONE
1CORRES	BUSINESS CORRESPONDENCE & REPORT WRITING	3		3	1ENGLISH
XNONACC	ACCOUNTING FOR NON-ACCOUNTANTS	3		3	2ND YR. STANDING
6COMBASIC	COMPUTER BASIC CONCEPTS & APPLICATIONS		3	3	6INTROKEY
5THEO2	CHRISTIAN MORAL LIVING OF TODAY'S FILIPINO	3		3	5THEO1
7RHYACT	FUNDAMENTALS OF RHYTHMIC ACTIVITIES	2		2	7SELECT
NSTP2	NATIONAL SERVICE TRAINING PROGRAM II	(3.0)		(3.0)	NSTPI
		17	6	23	

SECOND YEAR, FIRST SEMESTER

COURSE NO.	DESCRIPTION	LEC HRS	LAB HRS	CREDIT UNITS	PREREQUISITE
SSHORTHAND	FUNDAMENTALS OF SHORTHAND	6		6	2ND Yr. Standing
SADOFFPRO	ADVANCED OFFICE PROCEDURES	2	1	3	SFUNOFPRO
SPRODTYPE	PRODUCTION TYPING		3	3	SADVANCE
1SPEECH	SPEECH AND ORAL COMMUNICATION	3		3	1CORRES
YBORGMA	BUSINESS ORGANIZATION & MANAGEMENT	3		3	2ND YR. STANDING
YFUNCON	FUNDAMENTALS OF ECONOMICS	3		3	2ND YR. STANDING
7FUNGAM	FUNDAMENTALS OF GAMES AND SPORTS	2		2	7RHYACT
		19	4	23	

SECOND YEAR, SECOND SEMESTER

COURSE NO.	DESCRIPTION	LEC HRS	LAB HRS	CREDIT UNITS	PREREQUISITE
STRANScri	TRANSCRIPTION	4	2	6	SSHORTHAND
SDATABASE	DATABASE MANAGEMENT (MS ACCESS)		3	3	6COMBASIC
XNOPACO	PARTNERSHIP & CORP FOR NON-ACCOUNTANT	3		3	XNONACC
SPRACTICUM1	PRACTICUM	3		3	STRANScri1 GRADUATING (2ND Yr)
1LIT1	LITERATURE OF THE PHILIPPINES	3		3	1SPEECH
7REACT	RECREATIONAL ACTIVITIES	2		2	7FUNGAM
		15	5	20	

*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
2MINVES	MATHEMATICS OF INVESTMENT	3		3	2COLALG
SMEDLEG	MEDICAL AND LEGAL SHORTHAND	3		3	STRANSCRI
YORGBEV	ORGANIZATIONAL BEHAVIOR	3		3	YBORGMA
YKAMP	KAPAMPANGAN CULTURE	3		3	NONE
5LOGIC	LOGIC & CRITICAL THINKING	3		3	NONE
4GENPSY	GENERAL PSYCHOLOGY	3		3	NONE
5THEO3	A CATHOLIC VIEW OF SEXUALITY, MARRIAGE AND FAMILY LIFE	3		3	5THEO2
		21.0		21.0	

THIRD YEAR, SECOND SEMESTER

COURSE NO.	DESCRIPTION	LEC HRS	LAB HRS	CREDIT UNITS	PREREQUISITE
SMACHINE	MACHINE SHORTHAND	2	1	3	STRANSCRI
SGOSPRO	GENERAL OFFICE SYSTEMS AND PROCEDURES	3		3	SADOFPRO
YBUSSTA	BUSINESS STATISTICS	3		3	2MINVES
YPRIMAR	PRINCIPLES OF MARKETING	3		3	YBORGMA
XOBLICO	OBLIGATIONS AND CONTRACTS	3		3	3RD YR. STANDING
4GENSOC	GENERAL SOCIOLOGY	3		3	NONE
9EARTSN	EARTH SCIENCE	3		3	NONE
		20	1	21	

FOURTH YEAR, FIRST SEMESTER

COURSE NO.	DESCRIPTION	LEC HRS	LAB HRS	CREDIT UNITS	PREREQUISITE
SOTOSYS	OFFICE AUTOMATION AND SYSTEMS	2	1	3	SGOSPRO
SOPRE	OPERATIONS RESEARCH	3		3	4th YR. STANDING
3FILBAS	PAGBASA AT PAGSULAT SA IBA'T IBANG DISIPLINA	3		3	3FILKOM
9BIOSCN	BIOLOGICAL SCIENCE	3		3	9EARTSN
XPACOLO	PARTNERSHIP AND CORPORATION LAW	3		3	XOBLICO
		14	1	15	

FOURTH YEAR, SECOND SEMESTER

COURSE NO.	DESCRIPTION	LEC HRS	LAB HRS	CREDIT UNITS	PREREQUISITE
SCIVIL	CIVIL SERVICE REVIEW	3		3	GRADUATING
SPRACTICUM2	PRACTICUM IN MEDICAL & LEGAL	6		6	GRADUATING
INTAX	INCOME TAXATION	3		3	XPACOLO
		12		12	

Name: _____ Student No: _____