

PAMANTASAN NG CABUYAO

Katapatan Subd., Banaybanay, City of Cabuyao, Laguna

Associate in Computer Secretarial

2010

Course Code	Description	Lec Unit	Lab Unit	Pre-Requisite
<u>1st yr/1st sem</u>				
STENO1	Fundamentals of Shorthand	3	0	None
MATH1	College Algebra	3	0	None
ENG0	Intensive Grammar Review	3	0	None
NSTP1	NSTP/CWTS 1	3	0	None
PERDEV1	Personality Development	3	0	None
CSC1a	Computer Fundamentals with Programming 1	3	1	None
TYPE1	Fundamentals in Typing	3	0	None
PE1	Foundation of Physical Education and Health	2	0	None
		Total Units	23	1
<u>1st yr/2nd sem</u>				
SKILLS1	Clerical Skills with Office Ethics	3	0	None
STAT3	Business Statistics	3	0	MATH1;
ITE19	Desktop Publishing	3	1	CSC1a;
NSTP2	National Service Training Program 2	3	0	NSTP1;
ENG1	Communication Skills 1	3	0	ENG0;
STENO2	Speed Building	3	0	STENO1;
CSC2	File Organization	3	1	CSC1a;
TYPE2	Fundamentals in Typing 2	3	0	TYPE1;
PE2	Gymnastics/Rhythmic Activities	2	0	PE1;
		Total Units	26	2
<u>2nd yr/1st sem</u>				
PSYCHO1	Introduction to Psychology	3	0	None
STENO3	Advance Transcript	5	0	STENO2;
PE3	Individual/Dual Sports	2	0	PE2;
ENG4	Business, Technical and Report Writing	3	0	ENG1;
TYPE3	Production Typing	4	0	TYPE2;
CSC109a	Web Development 1	3	1	CSC2;
ITE20	Multimedia System	3	0	ITE19;
ECO1	Principles of Economics with Agrarian Reform and Taxation	3	0	None
		Total Units	26	1

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2nd yr/2nd sem

ACS200	Practicum	3	0	2nd Year Standing
CSC3	Management Information System	3	0	CSC2;
PE4	Team Sports	2	0	PE3;
SOCSCI1	Sociology with Family Planning & HIV Education	3	0	None
MGT101	Principles of Organization and Management	3	0	None
MKTG1	Principles of Marketing	3	0	None
ACCTG1a	Fundamentals of Accounting 1	3	0	None

Total Units 20 0