



**CAP COLLEGE FOUNDATION, INC.**  
**The Digitalized Distance Education**  
**Course Curriculum**

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**  
**MAJOR IN MANAGEMENT**

Ladderized Curriculum (Effective SY 1998-1999)

FIRST TERM			SECOND TERM		
CODE	DESCRIPTIVE TITLE	Units	CODE	DESCRIPTIVE TITLE	Units
Eng 1	Basic Comm. Arts & Skills	3	Eng 2	Inter Comm. Arts & Skills	3
Fil 1	Komunikasyon sa Pilipino	3	Fil 2	Panitikang Pilipino	3
Math 1	College Algebra	3	Pol 2	Phil Gov't w/ New Constitution	3
Philo 1	Logic	3	Tax 1	Principles of Taxation and Income	3
Eco 1	Intro to Economics w/ LRT	3	CS/IT 1	Computer Science w/ WP	3
Hist 1	Phil. History & Culture	3	Eco 2	Price Theory Microeconomics	3
BCCS 1	Basic Comm & Clerical Skills I	(3)	BCCS 1	Basic Comm & Clerical Skills II	(3)
P.E. 1	Physical Education	2	P.E. 2	Physical Education	2
NSTP 1	Nat'l. Service Training Program	(3)	NSTP 2	Nat'l. Service Training Program	(3)
		<u>20</u>			<u>20</u>

**CERTIFICATE: GENERAL CLERICAL SKILLS**

THIRD TERM			FOURTH TERM		
CODE	DESCRIPTIVE TITLE	Units	CODE	DESCRIPTIVE TITLE	Units
Eng 3	Adv. Comm. Arts & Skills	3	Eng 6	Technical Writing	3
Math4B	Elements of Statistics	3	Nat 1	Introduction to the Natural Sciences	3
BLaw 1	Business Transactions	3	Acct 2	Principles of Accounting II	6
Acct 1	Principles of Accounting I	6	Res 1	Methods of Research	3
Man 1	Principles of Management	3	Mar 1	Principles & Methods of Marketing	3
P.E. 3	Physical Education	2	P.E. 4	Physical Education	2
		<u>20</u>			<u>20</u>

**CERTIFICATE: ASSOCIATE IN BUSINESS ADMINISTRATION (MANAGEMENT)**

FIFTH TERM			SIXTH TERM		
CODE	DESCRIPTIVE TITLE	Units	CODE	DESCRIPTIVE TITLE	Units
Eng 7	Business Communication & Reporting	3	Eng 13	Advanced Expository Writing	3
Fil 3	Retorika	3	Math 3	Mathematics of Investment	3
Nat 4	Environmental Studies	3	Man 5	Production Management	3
Man 2	Org. Planning & Dev't	3	Man 7	Wage & Salary Administration	3
Man 3	Personnel Management	3	Man 9	Labor & Social Legislation	3
Man 4	Office Management	3	Man 10	Public Relation	3
Elect 1	Man 8, 11, 12, 14, 15, 16 or 17	3	Elect 2	Man 8, 11, 12, 14, 15, 16 or 17	3
		<u>21</u>			<u>21</u>

**SEVENTH TERM**

CODE	DESCRIPTIVE TITLE	Units
SocSc2	Rizal's Life, Works & Writings	3
Psy 1	General Psychology	3
Man 19	Business Ethics	3
Eco 14	Prin. Of Money, Banking & Credit	3
Eco 19	Business Finance	3
Pract	Practicum (300 hrs)	6
		<u>21</u>

**DIPLOMA: BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MANAGEMENT**