

Diploma in Computerized Bookkeeping

Local Program

Duration: 2 years

Recognized by the Technical Education and Skills Development Authority (TESDA)

The Diploma in Computerized Bookkeeping program is a two-year ladderized program, designed to provide the students with basic understanding of accounting, with a special emphasis on computer applications in business. Graduates are prepared to take on entry-level positions in the business office using their accounting, computer, and general business skills.

Completion of the first year of the program will qualify the student to earn a Certificate in Office Administration.

DCB Curriculum:

1st Year Term 1	Module
	Computer Fundamentals Automated Typing English Grammar and Composition
1st Year Term 2	Software Applications Physical Education 1 English Expository Writing
1st Year Term 3	Introduction to Business Personality Development & Office Ethics Values Education & Professional Ethics Physical Education 2
2nd Year Term 1	Principles of Accounting 1 Business Math NSTP1
2nd Year Term 2	Principles of Accounting 2 Computerized Accounting Business Communication
2nd Year Term 3	Seminar Series On-the Job Training (Industry Immersion) NSTP2