



WEBSITE NAVIGATION MANUAL

2022

Philippine School of Business Administration-Manila

Website Navigation Manual



Information and Communication Technology Department
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LIST OF ACRONYMS

CPA	Certified Public Accountant
DBA	Doctor in Business Administration
DRM	Disaster Risk Management
FAQs	Frequently Ask Questions
GSB	Graduate School of Business
ICT	Information Communication Technology
MBA	Master in Business Administration
PSBA	Philippine School of Business Administration
SHS	Senior High School
URL	Uniform Resource Locator

PSBA Manila Website Navigation Manual

Welcome to the PSBA Manila Website Navigation Manual. This document will guide you on how to navigate the website for the first time. Following is the step-by-step information and guide:

I. Home Tab

The Home page is the default or front page of the school website. It is the first main tab that students, faculty, and visitors see when they load the PSBA website URL (<https://psba.edu/>). The Home tab consists of sub-pages such as banner slider, announcement, News & Events, Partners & Linkages, Calendar, and Announcement Archive pages.

II. About Tab

The About tab will redirect the reader to the School related information. It is the second main tab that visitors see when they load the URL: <https://psba.edu/about-us/>. The About tab consists of sub-pages such as PSBA History, Transitory Board of Trustees, Administrative, Academic & Technical Officers, Faculty (Undergraduate, Graduate Program, & Adjunct local and Foreign Professors), Academic Calendar, Aims and Purpose, Vision and Mission, Statement and Values, Organizational Structure, PSBA Hymn, and Contact Us pages.

III. Academic Calendar & Programs Tab

The Academic Calendar & Programs tab is the third main tab on the navigation bar of the site with the URL: <https://psba.edu/programs/>. The Academic Calendar & Programs tab consists of sub-pages such as Graduate, Undergraduate, and Senior High School Programs buttons and the Academic Calendar. These buttons will redirect you to their respective page that contains corresponding program and activity information pages.

IV. Services Tab

The Services tab is the fourth main tab on the navigation bar of the site with the URL: <https://psba.edu/services/>. The services tab provides the following School related-services offered by the School with a corresponding mode of payment. The Services tab consists of sub-pages such as Statistical Services, Researches in the field of Marketing, Business Administration, Disaster Risk Management, Urban Planning, and other related Fields, Preparation of Organization Contingency Plan, Local Climate Change Action Plan (LCCAP) Preparation, Local Disaster Risk Reduction and Management Plan (LDRRMP) Preparation, Business Plan Preparation, Geographic Information Systems (GIS) Services, Web Design and Development, Review of Related Literature for Business, Urban Planning, and other related Research Fields, Risk-Sensitive Comprehensive Land Use Planning,

Risk-Sensitive Comprehensive Development Planning, Risk-Sensitive Zoning Ordinance Preparation, Social Business Enterprise, Research/Thesis/Dissertation Content Editing/Improvement and Plagiarism Assessment, and Environmental Impact Assessment.

V. Institutional Research & DRM Unit Tab

The Institutional Research & DRM Unit tab will redirect you to the Disaster Risk Management (DRM) Unit sub-domain website. It is the fifth main tab that visitors see when they load the URL: <https://psba.edu/drm-unit/>. The DRM Unit site consists of its corresponding sub-pages such as About DRM Unit, Products, Programs, Projects & Researches, Cold Chain Storage Projects, Rural Energy and Rural Electrification, Geographic Information System, and Research Fellowship Program pages.

VI. Graduate School of Business Tab

The Graduate School of Business (GSB) tab will redirect you to the Graduate Programs sub-page which will give the reader a section of information about the GSB. It is the sixth main tab that visitors see when they load the URL: <https://psba.edu/programs/graduate-school-of-business/>. The Graduate School of Business tab will redirect you to its sub-pages showing different programs offered under the Graduate Studies. This sub-page consists of the Academic Programs, GSB Application Admission Requirements, GSB Account Number, Admission Requirements, GSB Alumni Tracer Form, Comprehensive Exam Schedule, Comprehensive Review, Current Semester Schedule of Classes, GSB Mission, GSB Organizational Chart, Brochures, Journals, Manuals, and Downloadable Materials pages.

VII. Undergraduate Program Tab

The Undergraduate Program tab will redirect you to the Undergraduate Programs sub-page which will give the reader information about the Undergraduate Program. It is the seventh main tab in the navigation bar that visitors see when they load the URL: <https://psba.edu/programs/the-undergraduate-programs/>. The Undergraduate Program page displays the different programs offered under the Undergraduate Programs. This sub-page consists of the Academic Programs, Readiness Assessment and Payment Options Survey Form, Pre-Enrollment Survey, CPA Refresher Course, Undergraduate Alumni Tracer Form, Academic Calendar, Professional Development Program, Admission Requirements, Enrollment Procedures, Enrollment Reminders, Entrance Exam Schedules and Fee, Freshmen Orientation, Scholarships, Dean's Honor List, Course Credits and Grading System pages.

VIII. Senior High School Tab

The Senior High School (SHS) Tab will redirect you to the Senior High School sub-page which will give the reader information about the SHS Program. It is the eighth main tab in the navigation bar that visitors see when they load the URL: <https://psba.edu/programs/the-senior-high-school-program/>. The SHS Program page

presents different tracks and strands offered under the SHS Program. This sub-page consists of the Academic Programs, Enrollment Announcement, Academic Calendar, and SHS Articles pages.

IX. E-Request for Academic Credentials Tab

The E-Request for Academic Credentials is the ninth main tab in the navigation bar that will redirect the visitors and students to a sub-page in Google Form format when they load the URL:

https://docs.google.com/forms/d/e/1FAIpQLScIkFILMsi1Y0sRBtpbCHyyJ_ORTZ6LmbVxhVREUswmikJbUg/closedform. The Google Form page is used to facilitate students' online requests regarding their school academic records/credentials. The Google Form will ask for a visitor's/ student's information, and kind of school credentials request. The form will also inform the visitors or the students about the corresponding amount of the requested School credentials, and the expected date when and how they get/received the requested School documents.

X. E-learning System Tab

The E-learning System tab will redirect you to E-learning System sub-domain website. It is the tenth main tab that visitors see when they load the URL: <https://psbaelearning.psba.edu/>. The E-learning System is an electronic learning platform of the School with an integrated set of interactive online services that provide faculty/professors, students/learners, and School management involved in education with information, tools, and resources to support and enhance education delivery. The E-learning System site has its own Navigational Manual that can be downloaded from this URL: <https://psba.edu/wp-content/uploads/2021/10/PSBA-E-Learning-Navigation-Kit.pdf>.

XI. Research Colloquium & Symposium Publications Tab

The Research Colloquium & Symposium Publications tab is the eleventh main tab that visitors see when they load the URL: <https://psba.edu/downloads/>. This tab will redirect you to the page of all the downloadable Publications/ Proceedings done by the School. These publications/ proceedings were about the Research Colloquium, Symposium, Seminar, Workshops, and Training that was conducted and hosted by the School since 2015 up to present.

XII. FAQs Tab

The FAQs tab is the twelfth main tab that visitors see when they load the URL: <https://psba.edu/faqs/>. This tab will redirect you to the page of Frequently Asked Questions (FAQS) for Graduate Studies, Undergraduate, and Senior High School Programs.

XIII. PSBA Library Tab

The PSBA Library tab will redirect you to the PSBA Library sub-domain portal. It is the thirteenth main tab that visitors see when they load the URL: <https://sites.google.com/eclass.psba.edu/psbamanilalibrary/home>. The PSBA Library consists of the Graduate School of Business Library, Undergraduate Library, and Senior High School Library. The library has a wide variety of collections from our Circulation Section, Filipiniana Section, Periodical Section, Reserve Section, Rizaliana Section, New Acquisitions, Theses, Dissertation, Project Research, Journals, Magazine, and Clippings. The library also provides an Audio – Visual room that is located on the 5th floor of the building and can accommodate more than 250 readers at a time. Library-related information and guide on how to borrow books can be seen on the library portal.



For more information, inquiries, comments and suggestions, please contact the ICT Department

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826 R. Papa St., Sampaloc, Manila, Philippines

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Philippine School of Business Administration

826 R. Papa Street, Sampaloc, Manila

COURSE OFFERINGS

A. GRADUATE PROGRAMS

Doctor in Business Administration (DBA)

Master in Business Administration (MBA) – Thesis and Non-Thesis

Master in Business Administration with specialization in Disaster Risk Management (DRM)

B. UNDERGRADUATE COURSES

Bachelor of Science in Accountancy (BSA)

Bachelor of Science in Business Administration (BSBA)

Major in:

Financial Management

Human Resource Development Management

Marketing Management

Business Economics

Operations Management

C. SENIOR HIGH SCHOOL PROGRAM

Strands:

Accountancy, Business and Management (ABM)

Humanities and Social Sciences (HUMSS)

General Academic Strand (GAS)

D. CPA REVIEW AND REFRESHER COURSES

(Recognized by PRC as a CPA Refresher Course Provider)

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