



RA 9299

**Negros Oriental State University**

NOPS (1907)

NOTS (1927)

EVSAT (1956)

CVPC (1983)

Kagawasan Ave., Dumaguete City, Negros Oriental, Philippines 6200

Republic of the Philippines

June 25, 2004

**BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION**

Per CMO No. 19, series of 2017

Effective School Year 2018-2019

**FIRST YEAR**

First Semester					
Subject	Descriptive Title	Lec	Lab	Total	Pre-req.
GE 1	Understanding the Self	3		3	
GE 2	Readings in Philippine History	3		3	
Type 100	Fundamentals of Typewriting	1	2	3	
OA 100	Fundamentals of Shorthand	3		3	
OA 101	Administrative Office Procedures & Mgmt.	3		3	
PE 1	Physical Fitness and Health	2	2		
NSTP 1	National Service Training Program 1	3		3	
TOTAL		18	2	20	

Second Semester					
Subject	Descriptive Title	Lec	Lab	Total	Pre-req.
GE 3	The Contemporary World	3		3	
GE 4	Mathematics in the Modern World	3		3	
OA 102	Keyboarding and Documents Processing	1	2	3	Type 100
OA 103	Advanced Shorthand	3		3	OA 100
OA 104	Personal and Professional Development	3		3	
PE 2	Recreational Games and Sports	2	2		PE 1
NSTP 2	National Service Training Program 2	3		3	NSTP 1
TOTAL		18	2	20	

Enhancement (For OFF-TRACK Senior High School graduates)

FIN	Business Finance	3
FABM	Fundamentals of Accountancy & Business Mgt.	3

OM	Organization and Management	3
BUSMATH	Business Math	3

**SECOND YEAR**

First Semester					
Subject	Descriptive Title	Lec	Lab	Total	Pre-req.
GE 5	Purposive Communication	3		3	
FIL 1	Akademiko sa Wikang Filipino	3		3	
Mgmt 302	Operations Management (TQM)	3		3	
OA 200	Integrated Software Applications 1	1	2	3	2nd Year Standing
OA 200	Speed Development 1 (Dictation and Transcription)	3		3	OA 103
OA 201	Introduction to Research	3		3	
PE 3	Rhythmic and Social Recreation	2	2		PE2
TOTAL		18	2	20	

Second Semester					
Subject	Descriptive Title	Lec	Lab	Total	Pre-req.
GE 7	Science, Technology and Society	3		3	
LIT 1	Philippine Literature	3		3	
OA 203	Customer Relations	3		3	2nd Year Standing
OA 204	Office Administration Internship 300 hrs	1	2	3	OA 201
OA 205	Speed Development 2	3		3	OA 201
PE 4	Cultural Presentation & Sports Competition	2	2		PE3
TOTAL		15	2	17	

**THIRD YEAR**

First Semester					
Subject	Descriptive Title	Lec	Lab	Total	Pre-req.
GE 8	Ethics	3		3	
GE 9	Life and Works of Rizal	3		3	
GE 10	Environmental Science	3		3	
OA 300	Business Report Writing	3		3	3rd Year Standing
OA 301	Machine Shorthand 1	1	2	3	OA201
Acctg 1	Elementary Accounting with Basic Bookkeeping	3		3	3rd Year Standing
BA 204	Human Behavior in Organization	3		3	3rd Year Standing
TOTAL		19	2	21	

Second Semester					
Subject	Descriptive Title	Lec	Lab	Total	Pre-req.
GE 6	Art Appreciation	3		3	
GE 11	Gender and Society	3		3	
GE 12	Philippine Popular Culture	3		3	
OA 302	OE Professional Elective 1-Managerial Accounting	3		3	Acctg 1
OA 303	Events Management	3		3	OA101
OA 304	Entrepreneurial Behavior & Competencies	3		3	3rd Year Standing
BA 301	Human Resource Management	3		3	BA 204
TOTAL		21	0	21	

**FOURTH YEAR**

First Semester					
Subject	Descriptive Title	Lec	Lab	Total	Pre-req.
Mgmt 301	Strategic Management	3		3	4th Year Standing
OA 400	Business Law	3		3	4th Year Standing
OA 401	Taxation	3		3	4th Year Standing
OA 402	Internet Research for Business	1	2	3	4th Year standing
OA 403	OA Professional Elective 2 –Filipino Stenography	3		3	4th Year standing
OA 404	OA Professional Elective 3 -Legal Office Procedures	3		3	4th Year standing
TOTAL		16	2	18	

Second Semester					
Subject	Descriptive Title	Lec	Lab	Total	Pre-req.
OA 405	Elective 4– Legal Office Internship 300 hrs	1	2	3	OA 403
OA 406	OA Professional Elective 5 –Introduction to project Management	3		3	4th Year Standing
OA 407	OA Professional Elective 6 –International Studies	3		3	OA 104
TOTAL		7	2	9	

First Revision: August 2020

**Summary**

General Education (GE)	42
National Service Training Program (NSTP)	6
Physical Education (PE)	8
Core Business and Management Education	12
Office Administration Core Courses	57
Elective Courses	18
Acctg	3
Total	146
Enhancement (for SHS Off-Track)	12
Total	158

Units