

Republic of Philippines
NEGROS ORIENTAL STATE UNIVERSITY
 Main Campus I, Dumaguete City
COLLEGE OF BUSINESS ADMINISTRATION

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

Per CMO No. 17, series of 2017

Effective School Year 2018-2019

FIRST YEAR

First Semester

Subj. Code	Descriptive Title	Units	Pre-Requisite	Grade	SY/Semester
GE 1	Understanding the Self	3		_____	_____
GE 2	Readings in Philippine History	3		_____	_____
Type 100	Fundamentals of Typewriting	3		_____	_____
OA 100	Fundamentals of Shorthand	3		_____	_____
OA 101	Administrative Office Procedures & Mgt.	3		_____	_____
PE 1	Physical Fitness and Health	2		_____	_____
NSTP 1	National Service Training Program 1	3		_____	_____
Total No. of Units		20			

Enhancement (For OFF-TRACK Senior High School graduates)

FIN	Business Finance	3		_____	_____
FABM	Fundamentals of Accountancy & Business Mgmt.	3		_____	_____
Total No. of Units		6			

Second Semester

GE 3	The Contemporary World	3		_____	_____
GE 4	Mathematics in the Modern World	3		_____	_____
OA 102	Keyboarding & Documents Processing	3	Type 100	_____	_____
OA 103	Advanced Shorthand	3	OA 100	_____	_____
OA 104	Personal and Professional Development	3		_____	_____
PE 2	Recreational Games and Sports	2	PE 1	_____	_____
NSTP 2	National Service Training Program 2	3	NSTP 1	_____	_____
Total No. of Units		20			

Enhancement (For OFF-TRACK Senior High School graduates)

OM	Organization and Management	3		_____	_____
Bus Math	Business Math	3		_____	_____
Total No. of Units		6			

SECOND YEAR

First Semester

GE 5	Purposive Communication	3		_____	_____
FIL 1	Akademiko sa Wikang Filipino	3		_____	_____
Mgmt 302	Operations Management (TQM)	3		_____	_____
OA 200	Integrated Software Applications 1	3	2 nd Year Standing	_____	_____
OA 201	Speed Development 1 (Dictation & Transcription)	3	OA 103	_____	_____
OA 202	Introduction to Research	3	2 nd Year Standing	_____	_____
PE 3	Rhythmic and Social Recreation	2	PE 2	_____	_____
Total No. of Units		20			

Second Semester

GE 7	Science, Technology and Society	3		_____	_____
LIT 1	Philippine Literature	3		_____	_____
OA 203	Customer Relations	3	2 nd Year Standing	_____	_____
OA 204	Office Administration Internship 300 hrs	3	OA 201	_____	_____
OA 205	Speed Development 2	3	OA 201	_____	_____
PE 4	Cultural Presentation and Sports Competition	2	PE 3	_____	_____
Total No. of Units		17			

THIRD YEAR

First Semester

Subj. Code	Descriptive Title	Units	Pre-Requisite	Grade	SY/Semester
GE 8	Ethics	3		_____	_____
GE 9	Life and Works of Rizal	3		_____	_____
GE 10	Environmental Science	3		_____	_____
OA 300	Business Report Writing	3	3 rd Year Standing	_____	_____
OA 301	Machine Shorthand 1	3	OA 201	_____	_____
Acctg 1	Elementary Accounting with Basic	3	3 rd Year Standing	_____	_____
BA 204	Human Behavior in Organization	<u>3</u>	3 rd Year Standing	_____	_____
Total No. of Units		21			

Second Semester

GE 6	Art Appreciation	3		_____	_____
GE 11	Gender and Society	3		_____	_____
GE 12	Philippine Popular Culture	3		_____	_____
OA 302	OE Professional Elective 1-Managerial Accounting	3	Acctg 1	_____	_____
OA 303	Events Management	3	OA 101	_____	_____
OA 304	Entrepreneurial Behavior & Competencies	3	3 rd Year Standing	_____	_____
BA 301	Human Resource Management	<u>3</u>	BA 204	_____	_____
Total No. of Units		21			

FOURTH YEAR

First Semester

Mgmt 301	Strategic Management	3	4 th Year Standing	_____	_____
OA 400	Business Law	3	4 th Year Standing	_____	_____
OA 401	Taxation	3	4 th Year Standing	_____	_____
OA 402	Internet Research for Business	3	4 th Year Standing	_____	_____
OA 403	OA Professional Elective 2 – Filipino Stenography	3	4 th Year Standing	_____	_____
OA 404	OA Professional Elective 3 – Legal Office Procedures	<u>3</u>	4 th Year Standing	_____	_____
Total No. of Units		18			

Second Semester

OA 405	Elective 4 – Legal Office Internship 300 hrs	3	OA 403	_____	_____
OA 406	OA Professional Elective 5 – Introduction to project Management	3	Year Standing	_____	_____
OA 407	OA Professional Elective 6 – International Studies	<u>3</u>	OA 104	_____	_____
Total No. of Units		9			

Summary

	Units
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	<u>3</u>
Total	146
With Enhancement	<u>12</u>
Total	158