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CHED MEMO ORDER
 No. 22
 Series 2006

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

**BACHELOR OF SCIENCE IN OFFICE SYSTEMS MANAGEMENT/
 BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION**
 (Ladderized Curriculum)

Name _____ Birth Date _____
 Address _____ Hobbies/Talent _____ Tel. No. _____

FIRST YEAR

First Semester

Subj. Code	Descriptive Title	Units	Grade	PREREQUISITE(S)
Eng +	Remedial English (for only those who would not pass the Entrance Exam in English only)	0	_____	
Eng 111	Study and Thinking Skills	3	_____	
Math 111	College Algebra	3	_____	
Fil 111	Sining ng Pakikipagtalastasan	3	_____	
BusPsych 111a	Business Psychology	3	_____	
Typing 111	*Fundamentals of Typewriting	3	_____	
Steno 111	*Fundamentals of Shorthand	5	_____	
PE 111	Physical Fitness and Health	2	_____	
NSTP 111	Naval Science I	3	_____	
Total No. of Units		25		

Second Semester

Eng 112	Writing in the Discipline	3	_____	Eng 111
BusMath 113	Business Math & Statistics	3	_____	Math 111
Fil 112	Pagbasa at Pagsulat ng Iba't Ibang Disiplina	3	_____	Fil 111
BCS 111	* Computer Fundamentals	3	_____	Typing 111
Typing 112	* Advanced Typewriting	3	_____	Typing 111
Steno 112	* Basic Transcription	5	_____	Steno 111
PE 112	Recreation Games and Sports	2	_____	PE 111
NSTP 112	Naval Science II	3	_____	NSTP 111
Total No. of Units		25		

SECOND YEAR

First Semester

Eng 121	Effective Speech	3	_____	Eng 112
Psych 114	Personality Development	3	_____	
Bus. Ethics 111	Business Ethics & Public Relations	3	_____	
BCS 112	* Word Processing Using MS Word	3	_____	BCS 111
Mgmt 124	Principles of Management	3	_____	
Acctg 121	*Elementary Accounting w/ Basic Bookkeeping	5	_____	
Steno 121	*Advanced Transcription	5	_____	Steno 112
PE 121	Social Recreation	2	_____	PE 112
Total No. of Units		27		

Second Semester

Eng 127	Business Correspondence	3	_____	Eng 112
Mgmt 125	Human Behavior in Organization	3	_____	Mgmt 124
BCS 113	*Internet & Multimedia	3	_____	BCS 112
Steno 122	*Speed Development	5	_____	Steno 121
Acctg 123	*Partnership & Corporation Accounting	5	_____	Acctg 121
Psych 111	General Psychology	3	_____	
PE 122	Cultural Presentation & Sports Competition	2	_____	PE 121

Total No. of Units 24

THIRD YEAR

First Semester

Subj. Code	Descriptive Title	Units	Grade	PREREQUISITE(S)
Lit 114	Philippine Literature	3	_____	Eng 112
Econ 111	Intro to Economics w/ ART	3	_____	
Bio 111	General Biology (Non Lab)	3	_____	
BCS 114	*Database Management	3	_____	BCS 112
Mktg 141	Marketing Principles and Application	3	_____	
Fin 141	Money, Credit and Banking	3	_____	
OS 131	*Office Procedure & Records Mgnt.	3	_____	
Steno 131	*Filipino Steno	3	_____	Steno 122
Total No. of Units		24		

Second Semester

Lit 115	World Literature	3	_____	Lit 114
Eng 122	Technical Writing & Reporting	3	_____	Eng 121
Phy Sci 100	Earth & Environmental Science	3	_____	
Philo 122	General Ethics	3	_____	
BCS 115	* Desktop Publishing	3	_____	BCS 114
Steno 132	* Machine Steno	3	_____	Steno 112
Entrep 111	Introduction to Entrepreneurship	3	_____	
Mgnt 132	Human Resource Management	3	_____	Mgnt 124
Total No. of Units		24		

FOURTH YEAR

First Semester

Hist 111	Phil. History Roots & Development	3	_____	
Pol Sci 122	Phil Government & New Constitution	3	_____	
Philo 121	Introduction to Logic	3	_____	
Math 149	Investment and Consumer Math	3	_____	
BL 141	Obligation and Contract	3	_____	
Mgnt 141	Mgnt & Decision Making Tools	3	_____	Mgnt 124
OS 145	*Office Simulations	3	_____	OS 121
OS 143	*Legal Ditation and Transcription w/ Practicum	4	_____	Steno 122
Total No. of Units		25		

Second Semester

Hist 141	Rizal's Life, Works and Writing	3	_____	
BL 146	Labor Laws & Social Legislations	3	_____	EL 141
Mgnt 138	Business Policy and Strategy	3	_____	Mgnt 124
Mgnt 148	Corporate Social Responsibility & Good Governance	3	_____	Mgnt 124
PBE 142	Phil Business Environment & Current Issue	3	_____	
OS 146	*Office Systems Mgnt w/ Practicum	6	_____	OS 145
Mgnt 140	Managerial Accounting	3	_____	Acctg 123
Total No. of Units		24		

General Education	72
Cognate	39
PE/ROTC	14
Major	<u>73</u>
Total	198

(*) MAJOR SUBJECTS